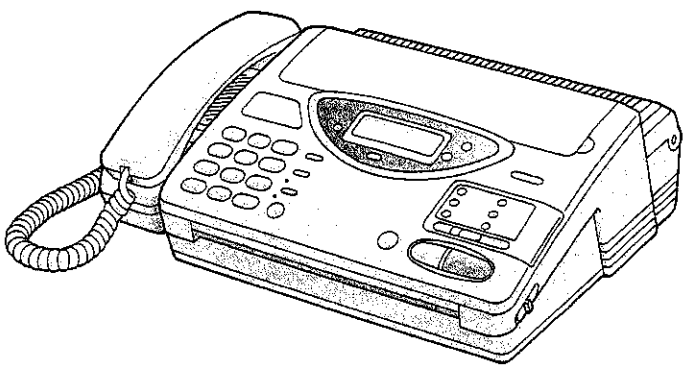
Panasonic

Personal Facsimile

Model No. KX-F2510NZ

OPERATING INSTRUCTIONS



Please read these Operating Instructions before using the unit.

Please read IMPORTANT SAFETY INSTRUCTIONS on page 60 before use. Read and understand all instructions.

WARNING

WHEN A FAILURE OCCURS WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE, DISCONNECT THE POWER SUPPLY CORD IMMEDIATELY AND RETURN THIS UNIT TO AN AUTHORIZED SERVICE CENTER.

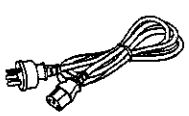
DISCONNECT THE TELECOM CONNECTION BEFORE DISCONNECTING THE POWER CONNECTION PRIOR TO RELOCATING THE EQUIPMENT, AND RECONNECT THE POWER FIRST.

THE POWER SOCKET WALL OUTLET SHOULD BE LOCATED NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.

TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

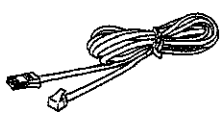
Accessories

Power cord . . . . . 1 pc.



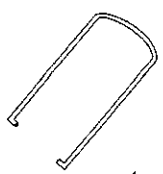
(page 9)

Telephone line cord . . . . . 1 pc.



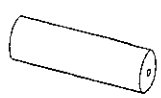
(page 9)

Paper stacker . . . . 1 pc.



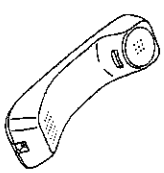
(page 8)

Recording paper . . 1 pc.



(page 8)

Handset . . . . . 1 pc.



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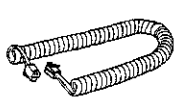
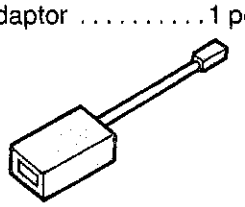
Handset cord . . . 1 pc.



(page 9)

Extension telephone adaptor . . . . . 1 pc.



(page 25)

Any details given in these instructions are subject to change without notice.
The picture on the cover page may vary from the actual product.

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Thank you for purchasing the Panasonic Personal Facsimile.

Features

General

- *Desktop type*
- *LCD (Liquid Crystal Display) readout*
- *Automatic paper cutter*
- *Silent ring fax recognition system (page 30)*
- *Help function (see below)*
- *TAM (telephone answering machine) interface (page 25)*
- *Copier function (page 32)*

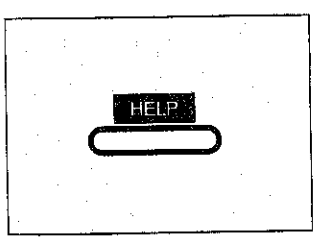
Facsimile

- *Automatic document feeder (up to 15 sheets)*
- *64-level halftones*
- *Resolution: standard/fine/super fine/halftone (page 22)*
- *Delayed transmission (page 36)*
- *Ring pattern detection (page 41)*
- *Overseas transmission mode (page 43)*
- *Remote fax receiving using an extension phone (page 37)*
- *Junk mail prohibitor (page 39)*
- *Paper save function (page 44)*

Integrated telephone system

- *One-touch dialer (10 phone numbers) (page 15)*
- *22-station speed dialer (page 16)*
- *Hands-free speakerphone (page 19)*
- *Electronic telephone directory (page 17)*

HELP function



Use this function if the instructions are lost while using the unit. It will provide the user with instructions.

When the HELP button is pressed, the unit will print a quick reference.

Information:

- *When you use the unit with a telephone answering machine, transmit the leaflet on page 63 to several of your associates. In this way, you can confirm that your facsimile unit and telephone answering machine will function correctly and inform them of the procedure for transmitting documents and/or recording voice messages.*

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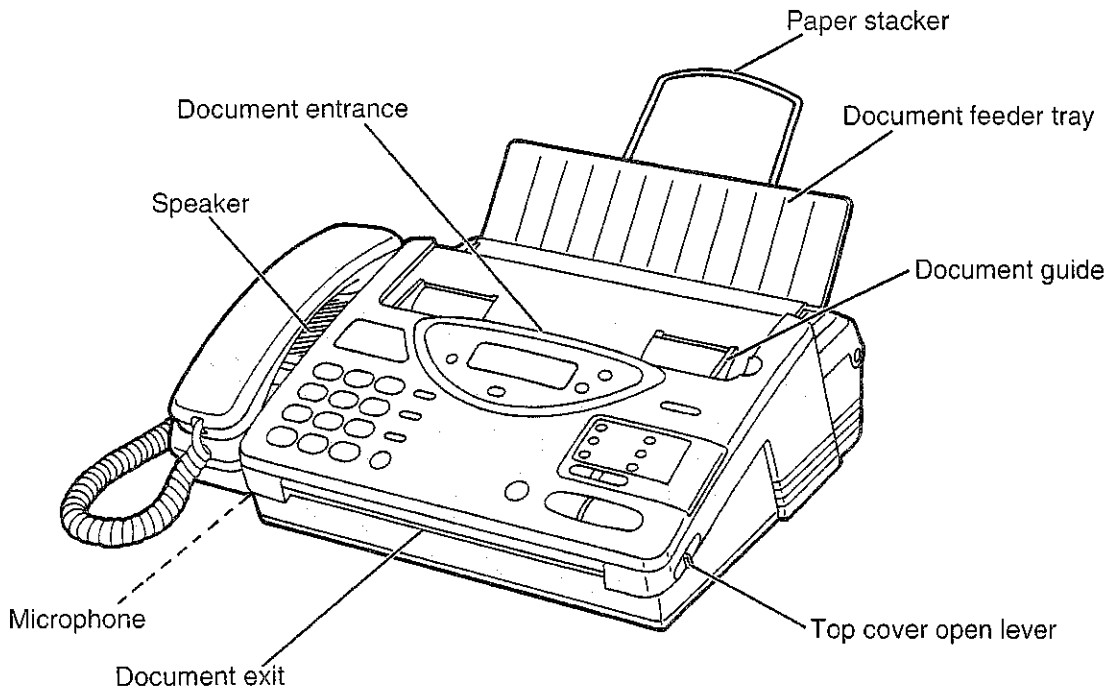
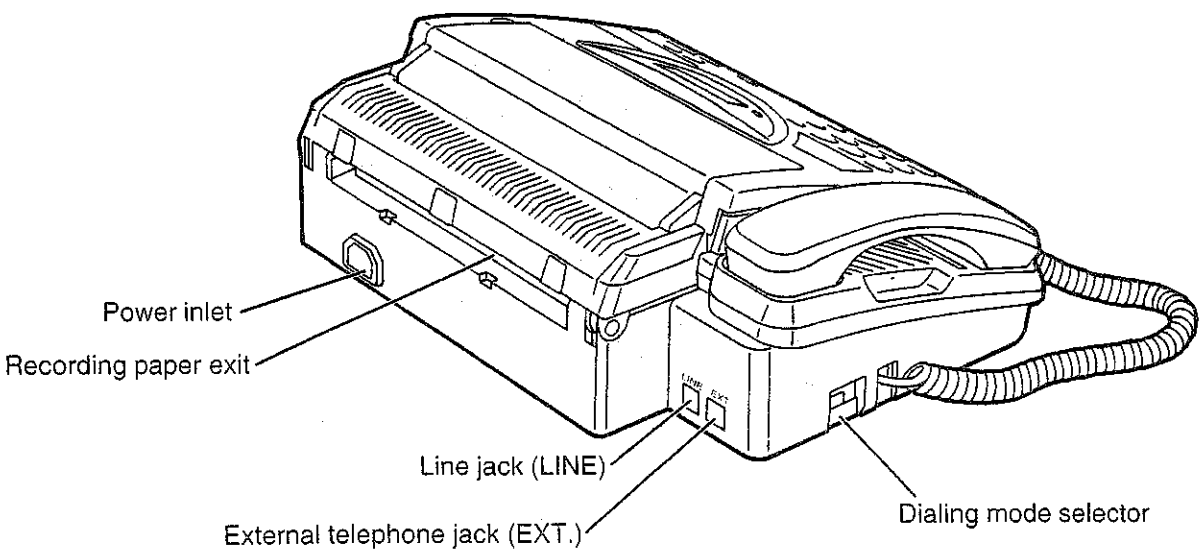
Location of Controls

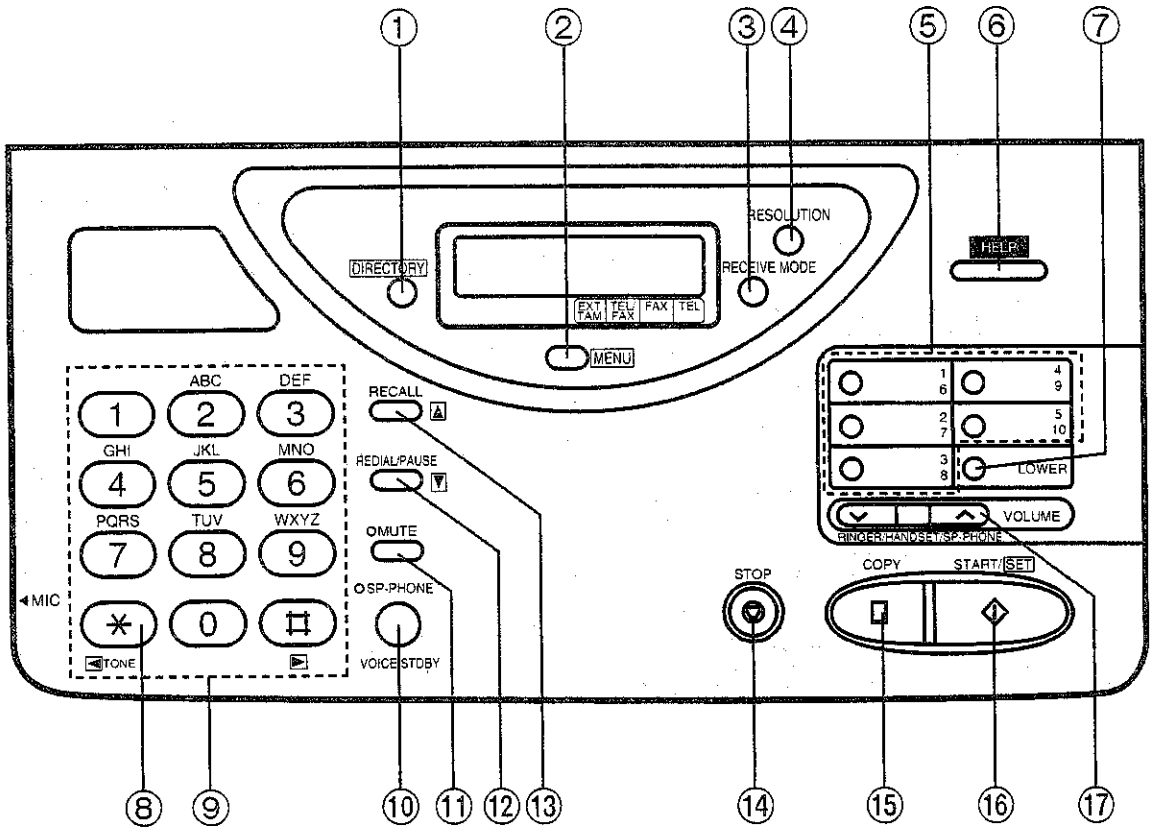
Front view



Rear view



Control panel



① **DIRECTORY button** (pages 17, 19 and 24)
Used for speed dialing. Also used for the electronic telephone directory.

② **MENU button**
Used to start and exit various programming.

③ **RECEIVE MODE button** (page 18)
Used to select the desired receiving mode.

④ **RESOLUTION button** (page 22)
Used to adjust scanning line density.

⑤ **Direct call station keys** (pages 12, 19 and 24)
Used for one-touch dialing. Also used as character keys when logo and station names are programmed.

⑥ **HELP button** (page 3)
Used to print an easy guide of operations.

⑦ **LOWER key** (pages 15, 19 and 24)
Used to access lower stations (6 to 10) for one-touch dialing.

⑧ **TONE button** (page 49)
Used to temporarily change the dialing mode from pulse to tone during a dialing operation.

⑨ **Dial keypad**
Used for dialing operation and parameter setting. Also used as character keys.

⑩ **SP-PHONE/VOICE STDBY button** (pages 19 and 48)
Used for on-hook dialing and voice contact features.

⑪ **MUTE button** (page 20)
Used for voice muting.

⑫ **REDIAL/PAUSE button** (pages 20 and 49)
Used to redial the last dialed number. Also used to insert a pause into a phone number.

⑬ **RECALL button** (page 49)
Used to access some features of your host exchange.

⑭ **STOP button** (page 23)
Used to stop fax communication.

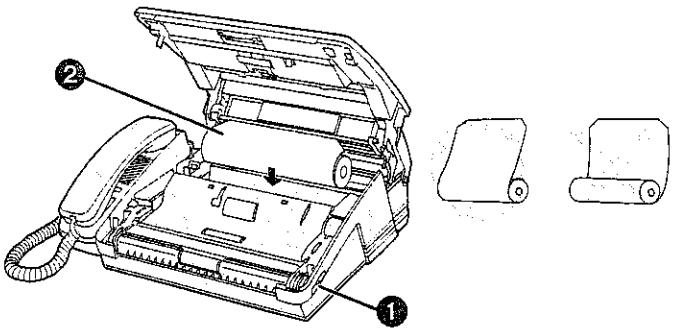
⑮ **COPY button** (page 32)
Used to start copying.

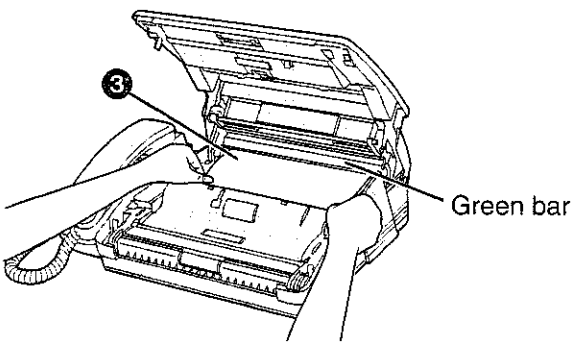
⑯ **START/SET button**
Used to start fax communication. Also used to store parameters during programming.

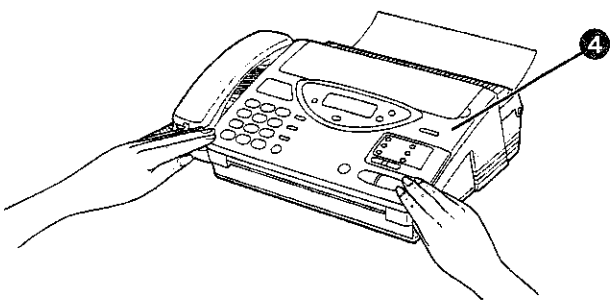
⑰ **VOLUME buttons** (page 10)
Used to adjust the volume level of the ringer, speaker and handset.

Installing Your Unit

Installing the recording paper







❶ Slide the lever toward you to open the top cover.

❷ Place a recording paper roll in the unit.
—Make sure that the shiny side of the paper is facing up and that there is no slack, tape or glue residue on the paper roll. (See note below.)

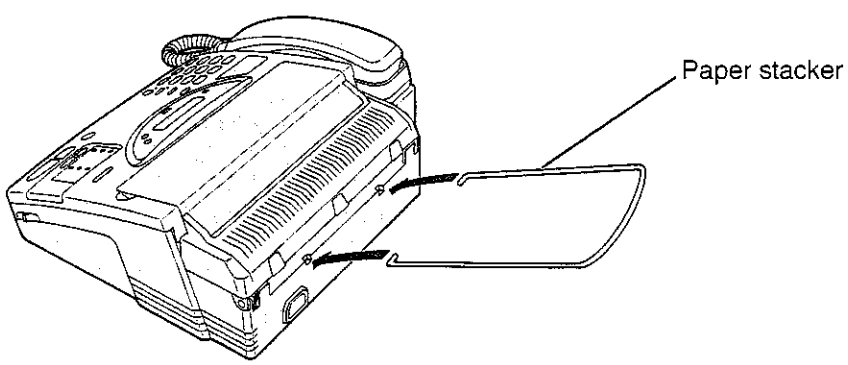
❸ Insert the leading edge of recording paper under the green bar.

❹ Close the top cover carefully by gently pressing down on both ends.

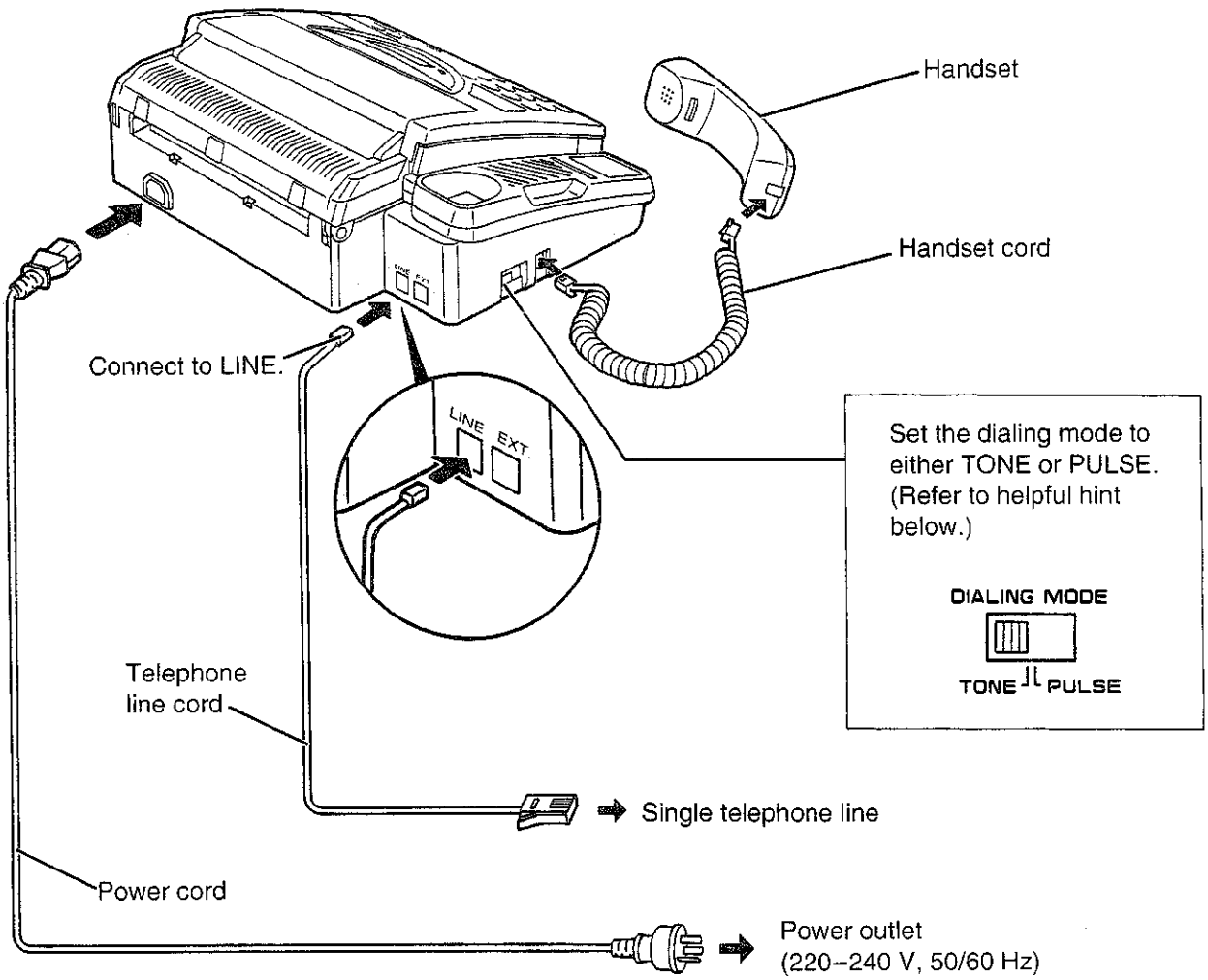
Notes:

- *Use only the included roll or specified recording paper, or else the print quality may be affected and/or excessive thermal head wear may occur.*
- *The start of some recording paper rolls is secured using glue or tape. Residue from this glue/tape may cause the paper cutter to jam immediately following installation of a new roll. To prevent this, cut approximately 150 mm (6 inches) from the new roll of paper prior to installation.*

Installing the paper stacker



Connections and dialing mode setting



Helpful hint for setting the dialing mode:

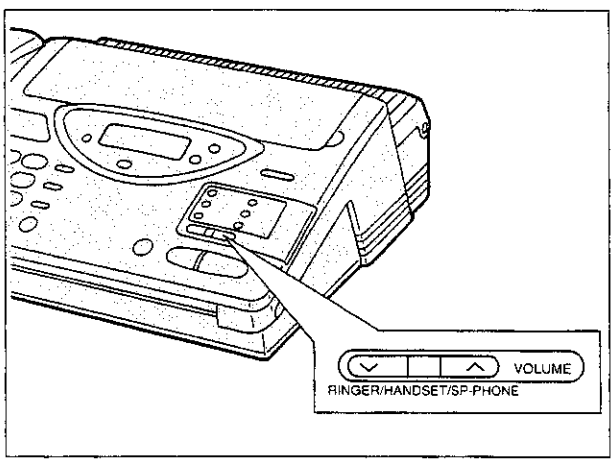
1. *Ensure that the dialing mode selector is set to TONE.*
2. *Lift the handset or press the SP-PHONE button, then listen for the dial tone.*
3. *Dial a familiar number.*
4. *If the call is successful, the unit is connected to a tone exchange. Leave the selector set to TONE.*
5. *If the call is not successful, the unit is connected to a pulse exchange. Switch the selector to PULSE.*

Notes:

- *We recommend the use of an exclusive power outlet to avoid interference from other equipment.*
- *When you operate this product, the power outlet should be near the product and be easily accessible.*
- *The unit will not function during a power failure.*
- *You can connect an external telephone/answering machine using the extension telephone adaptor included after peeling off the tape on the external telephone jack (EXT.). When you use with an answering machine, see page 25.*
- *When you connect another telephone on the same line and if the decadic (pulse) signalling option is used, bell tinkle may occur during dialling. If this occurs, the matter should be discussed with the telephone supplier and should NOT be referred to Telecom Faults Service.*
- *Not all standard telephones will respond to incoming ringing when connected to the same line or the external telephone jack (EXT.).*

Adjusting Volumes

You can adjust the volume level of the ringer, the handset and the speaker.
These volume levels should be adjusted respectively.



To increase the volume level:
Press ∧ repeatedly.

To decrease the volume level:
Press ∨ repeatedly.

—The number of the black squares in the display shows the volume level as below.

Ringer volume

Press the buttons (∧/∨) repeatedly while the unit is in idle status.
3 levels are available.

High ⟷ Low ⟷ Off

L□□□□□□□□H ⟷ L□□□□ H ⟷ RINGER OFF=OK?

Press START/SET for confirmation.

Note:

- *If the ringer volume is set to off, the unit will not ring and the display will show "RINGER OFF" in idle status.*

Handset volume

Press the buttons (∧/∨) repeatedly when the handset is in use.
3 levels are available.

High ⟷ Middle ⟷ Low

L□□□□□□□□H ⟷ L□□□□□ H ⟷ L□ H

Speaker volume

Press the buttons (∧/∨) repeatedly when the speakerphone is in use.
8 levels are available.

High ⟷ Low

L□□□□□□□□H ⟷ L□ H

8 levels

Setting the Date, Time, Logo and ID

How to enter letters and symbols

The dial keypad and the direct call station 1 are used as alphabet and symbol character input keys when you enter your logo and station names for automatic dialers.

To enter characters

Pressing each key will alternately select a character as shown below.
When the desired character is displayed, press # to move the cursor to the right and enter the next character.

Keys	Number of pressing times												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	[	]	{	}	+	–	/	=	,	.	_	'
2	A	B	C	a	b	c	2						
3	D	E	F	d	e	f	3						
4	G	H	I	g	h	i	4						
5	J	K	L	j	k	l	5						
6	M	N	O	m	n	o	6						
7	P	Q	R	S	p	q	r	s	7				
8	T	U	V	t	u	v	8						
9	W	X	Y	Z	w	x	y	z	9				
0	0	(	)	<	>	!	"	#	$	%	&	¥	
0	:	;	?	|	*	@	^	'	→				
*	◀ key (Used to move the cursor to the left)												
#	▶ key (Used to move the cursor to the right)												

For example, when entering "Mike" as your logo:

❶ Press **6** once, then press #.

```
LOGO=M
```

❷ Press **4** six times, then press #.

```
LOGO=Mi
```

❸ Press **5** five times, then press #.

```
LOGO=Mik
```

❹ Press **3** five times.

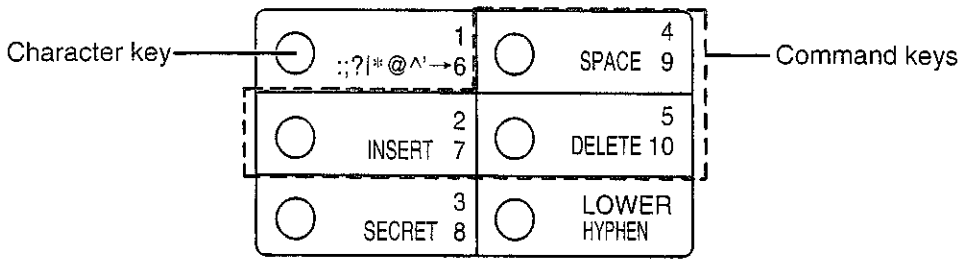
```
LOGO=Mike
```

Note:

- *If you make a mistake while programming, use # or * to move the cursor to the incorrect character, then make the correction.*

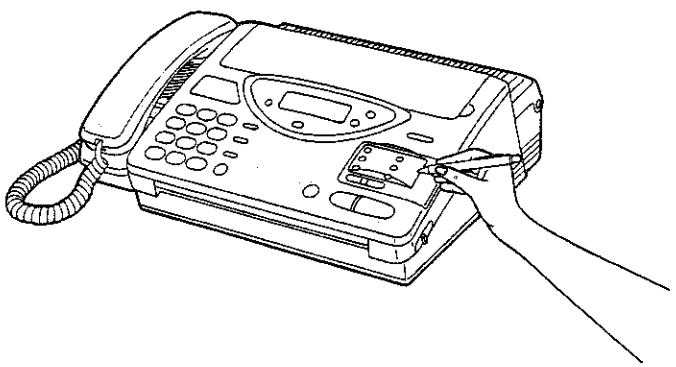
Special uses of the direct call station keys

Direct call stations 2, 4 and 5 are used as command keys.



The layout of the direct call station keys is printed on the reverse side of the directory card.

1. Remove the directory card cover with a pencil or similar object as shown.
2. Turn over the directory card. You will find how each command is assigned to the direct call station keys.



■ **Direct call station 2 (INSERT):**
This key is used to insert one character (or one space) in the programmed logo.

Example: Compny→Compa<u>n</u>y

1. Press # or ✳ repeatedly until the cursor is positioned on "n".

```
LOGO=Compny
```

2. Press **INSERT**.

```
LOGO=Comp ny
```

3. Press **2** repeatedly until "a" is shown.

```
LOGO=Company
```

■ **Direct call station 4 (SPACE):**
This key is used to replace one character with a space.

■ **Direct call station 5 (DELETE):**
This key is used to delete one character from the programmed logo.

Example: Com<u>n</u>pany→Company

1. Press # or ✳ repeatedly until the cursor is positioned on "n".

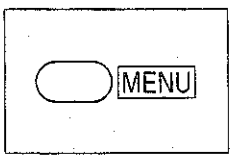
```
LOGO=Comnpany
```

2. Press **DELETE**.

```
LOGO=Company
```

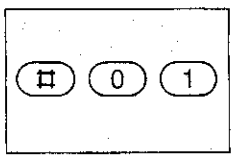
Setting the date and time

The internal clock of the unit will print the date and time, on the top line of all fax messages you transmit, and on the fax communication reports such as the journal report and the transmission report.

1. 

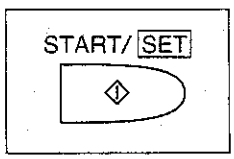
Press **MENU**.

```
1.SYSTEM SET UP
```

2. 

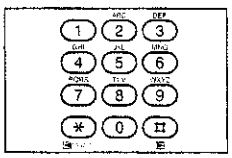
Press **#01**.

```
SET DATE & TIME
```

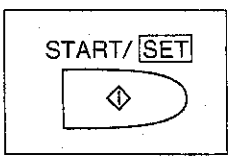
3. 

Press **START/SET**.

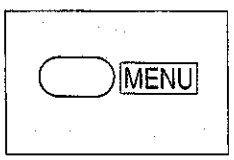
```
01/01/95 12:00A
```

4. 
Enter the current month/day/year/hour/minute by selecting each 2 digits. Then press * for AM or press # for PM.

Example: *Aug. 10 1995, 3:00 PM*
Press 08 10 95 03 00, then press # to select PM.

5. 

Press **START/SET** to store the setting.

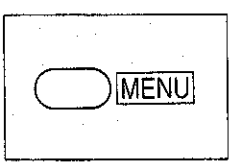
6. 

Press **MENU** to end the program.

Notes:
- *When you make a mistake while programming, press the STOP button, then make the correction.*
- *The accuracy of the clock will be approximately ±45 seconds a month at room temperature.*

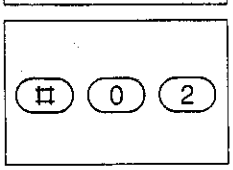
Setting your logo

The logo is used to identify fax messages that are being transmitted by your unit. It may consist of alpha-numeric letters and symbols. Usually the logo is a company, division or personal name in an abbreviated form.

1. 

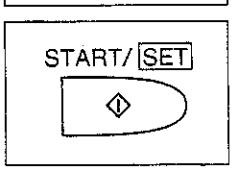
Press **MENU**.

```
1.SYSTEM SET UP
```

2. 

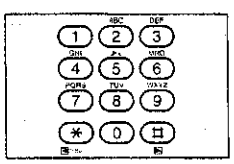
Press **#02**.

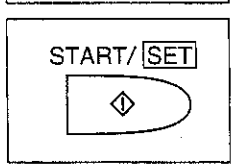
```
YOUR LOGO
```

3. 

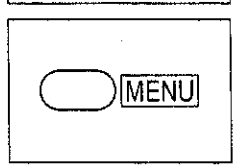
Press **START/SET**.

```
LOGO=
```

4. 
Enter your logo up to 30 characters by following the instructions on page 11.

5. 

Press **START/SET** to store the setting.

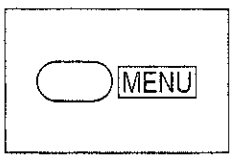
6. 

Press **MENU** to end the program.

Note:
- *When the first character is entered, the preset logo will be cleared.*

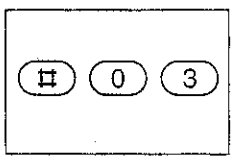
Setting your facsimile telephone number

Your programmed phone number will be printed on the top of each page transmitted from your unit.

❶ 

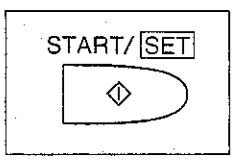
Press **MENU**.

1.SYSTEM SET UP

❷ 

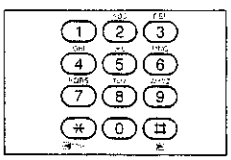
Press **#03**.

YOUR TEL NO.

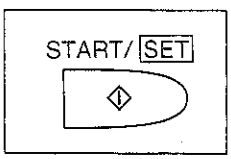
❸ 

Press **START/SET**.

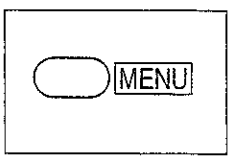
NO.=

❹ 

Enter your facsimile telephone number up to 20 digits.
—The # button provides a space and the ✳ button provides "+".

❺ 

Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

Setting the transmission report printing

Each time a document is transmitted, this feature will give you a printed record of the transmission.

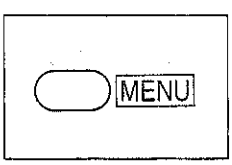
The following choices are available:
ERROR: The report will print only when the transmission fails.
ON: The report will print, indicating whether the transmission is successful or not.
OFF: The report will not print.

Sample of transmission report:

XMT REPORT

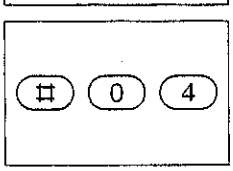
Jan. 01 1995 12:09AM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	COMPANY ABC	Jan. 01 12:08AM	01'05	TX	01	OK

❶ 

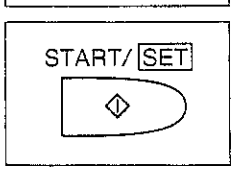
Press **MENU**.

1.SYSTEM SET UP

❷ 

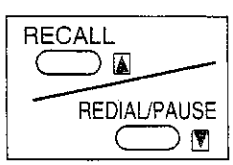
Press **#04**.

TX-REPORT MODE

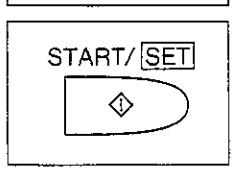
❸ 

Press **START/SET**.

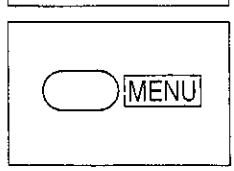
MODE=ERROR[▲▼]

❹ 

Press ▲ or ▼ to select the desired mode.

❺ 

Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

Storing Phone Numbers for Automatic Dialing

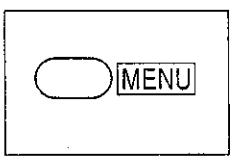
The unit's memory allows you to use both one-touch dialing (up to 10 phone numbers) and speed dialing (up to 22 phone numbers) for rapid access to your most frequently dialed numbers.

One-touch dialing: The unit is equipped with 5 direct call station keys, each of which is divided into an upper station and a lower station.

Speed dialing: The unit is equipped with additional 22 dialing stations. These stations are assigned to 2-digit numbers (00–21).

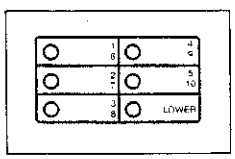
Storing phone numbers for one-touch dialing

Each station can store a phone number up to 30 digits in length and the associated station name up to 10 alpha-numeric characters.

❶ 

Press **MENU** repeatedly until the following is displayed.

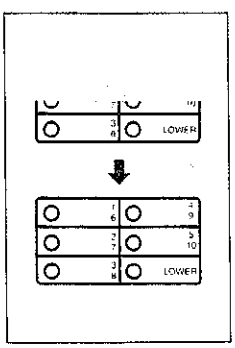
```
2.STORE TEL NO.
```

❷ 

For upper stations 1 to 5:
Press one of the direct call station keys.
Example: *Station 4*

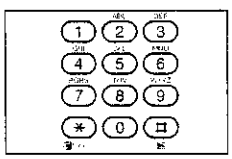
```
<S04>=
```

or

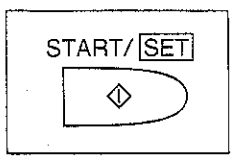
or 

For lower stations 6 to 10:
Press **LOWER**, then press one of the direct call station keys.
Example: *Station 8*

```
<LWR>=
<S08>=
```

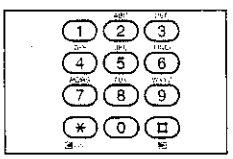
❸ 

Enter a phone number.

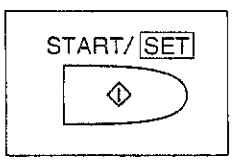
❹ 

Press **START/SET** to store the number.

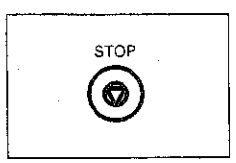
```
NAME=
```

❺ 

Enter the station name by following the instructions on page 11.

❻ 

Press **START/SET** to store the station name.
—To program other stations, repeat from step 2.

❼ 

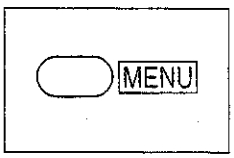
Press **STOP** to end the program.

Notes:

- *To enter a hyphen in a phone number, press the LOWER key.*
- *If you make a mistake while programming, press the STOP button, then make the correction.*
- *To erase a programmed phone number in step 3, press the STOP button when the cursor is positioned on the beginning of the number.*
- *Confirm that phone numbers and their station names have been correctly stored by printing the telephone number list (see page 50).*

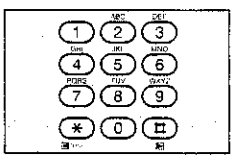
Storing phone numbers for speed dialing

Each dialing station can store a phone number up to 30 digits in length and the associated station name up to 10 alpha-numeric characters.

❶ 

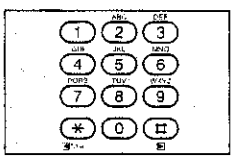
Press **MENU** repeatedly until the following is displayed.

```
2.STORE TEL NO.
```

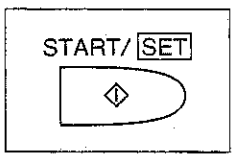
❷ 

Press #, then press a 2-digit number (00–21).
Example: *Station #00*

```
<A00>=
```

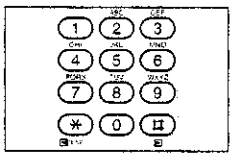
❸ 

Enter a phone number.

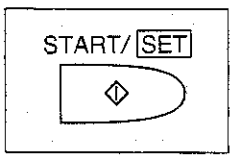
❹ 

Press **START/SET** to store the number.

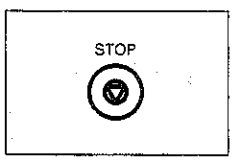
```
NAME=
```

❺ 

Enter the station name by following the instructions on page 11.

❻ 

Press **START/SET** to store the station name.
—To program other stations, repeat from step 2.

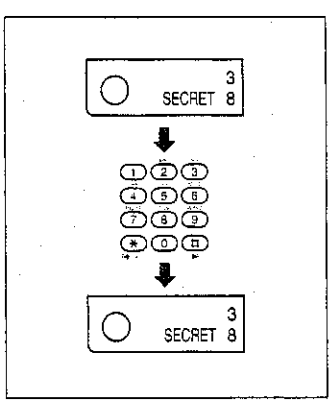
❼ 

Press **STOP** to end the program.

Notes:
- *To enter a hyphen in a phone number, press the LOWER key.*
- *If you make a mistake while programming, press the STOP button, then make the correction.*
- *To erase a programmed phone number in step 3, press the STOP button when the cursor is positioned on the beginning of the number.*
- *Confirm that phone numbers and their station names have been correctly stored by printing the telephone number list (see page 50).*

To keep a phone number secret

Use this feature to keep a whole phone number or a portion of a phone number secret. When the telephone number list is printed out (see pages 50 and 51), secret numbers will not be printed.



Using the SECRET (direct call station 3) button:

Press the **SECRET** button before and behind the phone number you wish to keep secret.

Example: The phone number you wish to keep secret is 12345.
Press **SECRET**, **12345** and **SECRET** again.

```
<A01>=[12345]
```

Note:
- *Pressing the SECRET button once counts as two digits.*

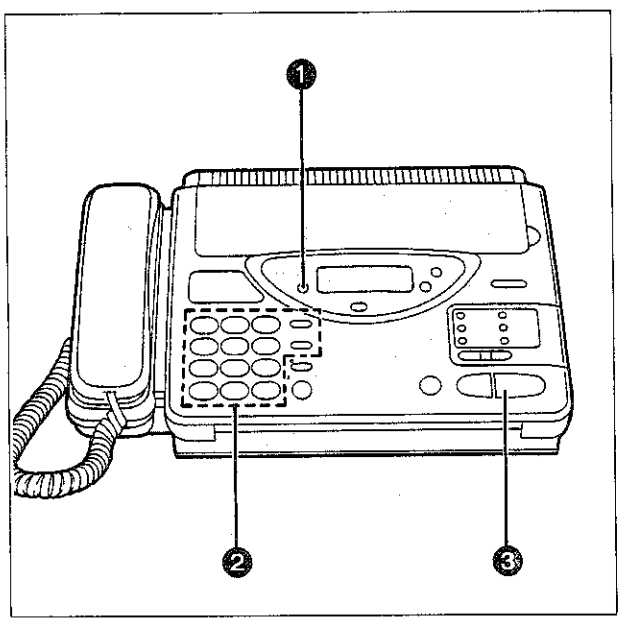
Electronic Telephone Directory

The station names stored in memory for automatic dialing are automatically registered in the electronic telephone directory in alphabetical order.

With the electronic telephone directory feature, you can make a fax or voice call by selecting the desired station name on the display.

How to use the electronic telephone directory

To search a station name and make a voice or fax call, proceed as follows.
If you wish to send a fax, insert the documents into the document feeder first.



1. Press **DIRECTORY**.

   SELECT INDEX

2. ■ Press a dial key to which the initial of a station name is assigned (see Index table).

   Example: *To search a name with the initial "N"*
   Press **6** repeatedly until the first station name with the initial "N" is displayed and press ▼ until the desired name is displayed.

   or

   ■ Press ▲ or ▼ repeatedly until the desired name is displayed.

3. Press **START/SET**.

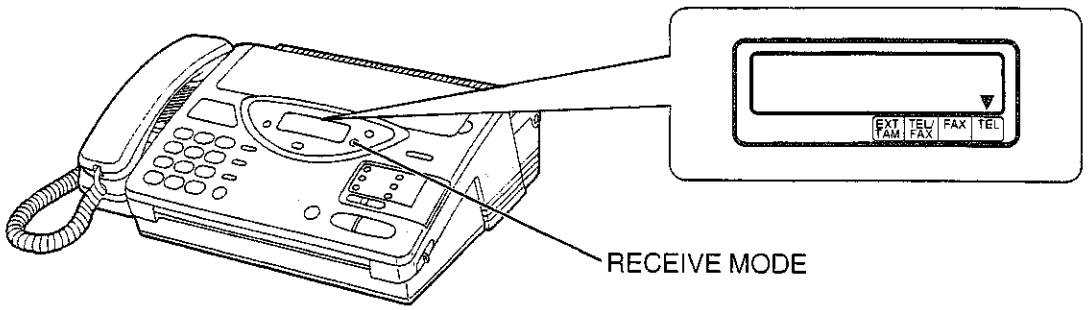
   —The unit will start dialing.
   —If a document has been fed into the unit, the transmission will start.

Index table

Dial key	Index	Dial key	Index
1	1	7	P, Q, R, S, 7
2	A, B, C, 2	8	T, U, V, 8
3	D, E, F, 3	9	W, X, Y, Z, 9
4	G, H, I, 4	0	0
5	J, K, L, 5	*	Other symbols
6	M, N, O, 6	#	(Used for speed dialing. See pages 19 and 24)

Selecting the Receive Mode

Select a desired receiving mode by pressing the **RECEIVE MODE** button repeatedly. The arrow mark in the display shows your selection.



1. TEL Mode

Recommended Usage

- MOST Home Offices or Small Businesses (unless unattended), especially those which have either or both of:
  - —Low volume of incoming faxes relative to the number of telephone voice calls that a user receives.
  - —Other extensions (touch tone dialing capable) on the same line in the home or office which are used to answer incoming calls.

- When you pick up the handset and fax reception is required, you can press the START/SET button to receive documents. For further details, see page 25.
- When you answer a call using the touch tone extension phone on the same line and fax reception is required, you can press ✳✳ (remote fax activation code) to receive documents. For further details, see page 37.
- If no one answers a call within 15 rings, the receiving mode will automatically switch to the *TEL/FAX* mode.

2. TEL/FAX Mode

Recommended Usage

- The FEW Home Offices or Small Businesses which have both:
  - —A high volume of incoming automatic fax transmissions from machines that generate a sending fax tone, with only occasional incoming telephone voice calls on that line.
  - —Other extensions on the same line are generally not used to answer incoming calls.

—For further details see page 29.

3. EXT. TAM Mode

Recommended Usage

- ALL users who wish to connect a telephone answering machine (TAM) and receive fax and voice messages when they are away from the home/office.
- Users who wish to screen all incoming calls when they are in the home/office.

—For further details see page 25.

4. FAX Mode

Recommended Usage

- ALL users who wish to use their machine as a dedicated fax machine only and who never expect to receive telephone voice calls on that telephone number.

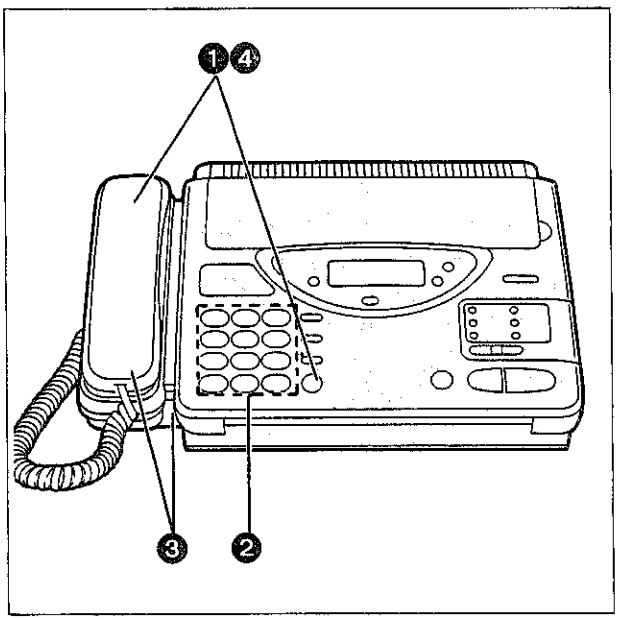
—For further details see page 31.

Notes:

- *Regardless of which receive setting is used, the machine can still be used to make outgoing voice and fax calls.*
- *If an external telephone is connected, use TEL/FAX, FAX or TEL mode.*

Making and Answering Voice Calls

Making voice calls



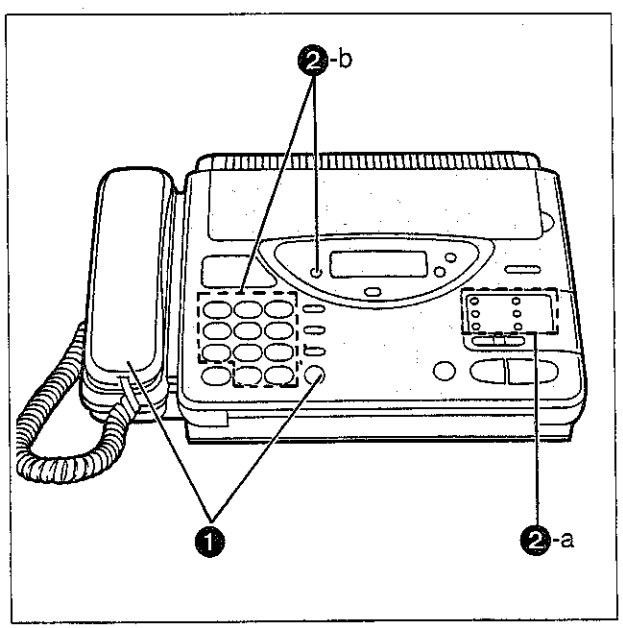
1. Press **SP-PHONE** or lift the handset, then listen for the dial tone.
2. Dial a phone number.
3. When the other party answers, speak through the microphone from a distance of approximately 50 cm (20 inches) or handset.
4. When finished, press **SP-PHONE** again or place the handset on the cradle.

Helpful hints:

- *Adjust the volume to a suitable level. See page 10.*
- *If you wish to switch to the handset from the speakerphone, lift the handset. To switch to the speakerphone, press the SP-PHONE button.*
- *For helpful hints for the speakerphone operation, see page 20.*

Making voice calls using automatic dialing

You can dial a phone number automatically using one-touch dialing and speed dialing.
Before using automatic dialing, make sure that the desired telephone numbers have been stored in memory (see pages 15 and 16).



1. Press **SP-PHONE** or lift the handset.

2-a **Using one-touch dialing:**

- **When using the upper stations 1 to 5:** Press the desired direct call station key.
- **When using the lower stations 6 to 10:** Press **LOWER**, then press the desired direct call station key.

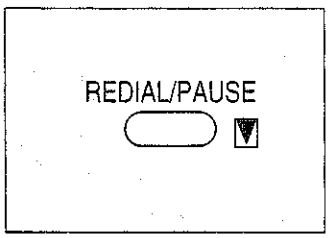
2-b **Using speed dialing:**
Press **DIRECTORY**, then press # and the desired 2-digit number (00–21).

Helpful hint:

- *You can also use the electronic telephone directory to make a voice call (see page 17).*

Redialing the last dialed number

If the line is busy or you wish to redial the last dialed number, use the REDIAL/PAUSE button.

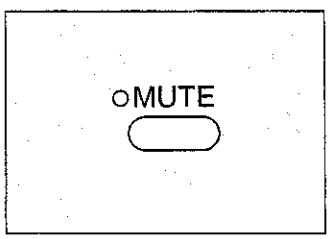


Press **SP-PHONE** or lift the handset, then press **REDIAL/PAUSE**.
The unit redials the last dialed number once.

Note:
If the line is busy when using the speakerphone, the unit will automatically redial the number up to 2 times.

Voice muting

The MUTE button will mute your voice during a telephone conversation. Using this feature, you can hear the voice of the other party, but the other party cannot hear your voice.



Press **MUTE** and confirm the MUTE indicator light is on.
To resume the conversation, press **MUTE** again.

Answering voice calls

When the unit rings, lift the handset or press **SP-PHONE** to answer the call.

When you have finished, replace the handset on the cradle or press **SP-PHONE**.

Note:
- *For helpful hints for the speakerphone operation, see below.*

Helpful hints for the speakerphone operation

- *Use the speakerphone in a quiet room for best performance.*
- *If the other party has difficulty hearing you, decrease the volume using the VOLUME buttons (see page 10).*
- *If you and the other party speak at the same time, parts of your conversation will be lost. To avoid this, speak alternately.*

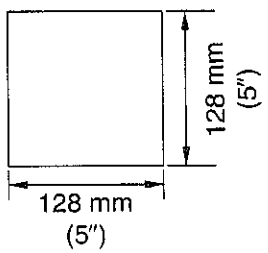
Before Transmission

Acceptable documents

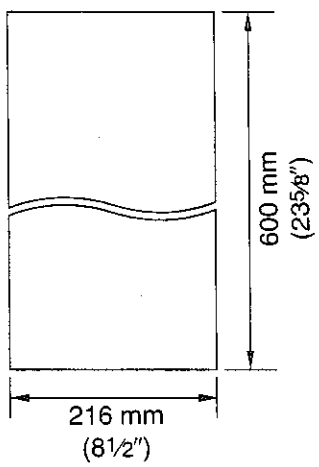
The unit can transmit documents that meet the following conditions.

—Document width should be from 128 to 216 mm (5 to 8½").
—Maximum document length should not exceed 600 mm (23⅝").
—Effective scanning width can be up to 208 mm (8³⁄₁₆").
—Number of pages that can be set in the document feeder tray must not exceed 15 sheets.
—Document weight:
Single sheet: 45 to 90 g/m² (12 to 24 lb.)
Multiple sheets: 60 to 75 g/m² (16 to 20 lb.)

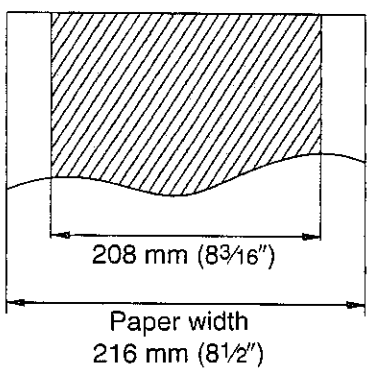
Minimum document size



Maximum document size



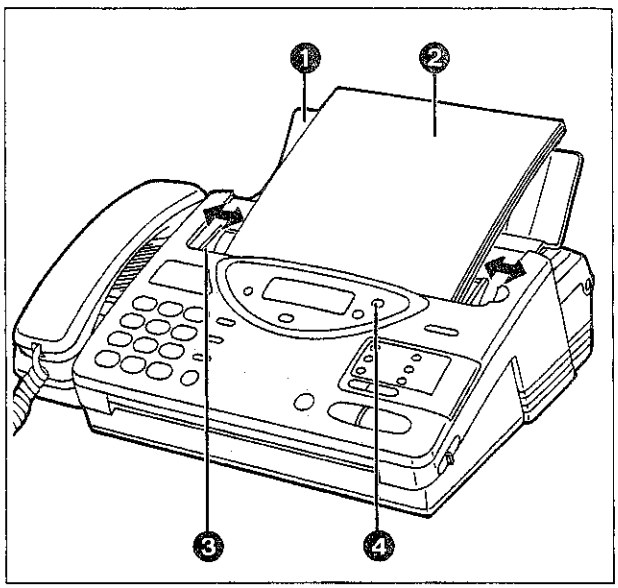
Effective scanning width



Note:

- *Do not feed the following types of documents. Make a copy of these documents with a copier machine and feed the copy into the unit.*
  —Paper with a chemically treated surface such as carbon paper or carbonless duplicating paper
  —Electrostatically charged paper
  —Heavily curled, creased or torn paper
  —Paper with a coated surface
  —Small-sized paper such as a slip or voucher
  —Thin paper less than 45 g/m² (12 lb.)
  —Thick paper over 90 g/m² (24 lb.)
  —Paper with faint contrast between the printing and the background
  —Paper with printing on the reverse side that can be seen through the front (e.g. newspaper)

Loading documents



1. Open the document feeder tray.
2. Insert the documents FACE DOWN until a beep tone is heard.
   —The unit can accept up to 15 sheets of paper at a time.
3. Adjust the document guides to the width of the documents.
4. Adjust the resolution by pressing **RESOLUTION** if needed (see below).

Notes:

- *Remove clips, staples or other similar objects from a document before feeding it into the unit. Also check that all ink, paste or correction fluid on the document has completely dried.*
- *If the top edge of the document is curled, make it flat and insert the document.*

Setting resolution

Depending on the quality of the originals, you can select the desired resolution by pressing the **RESOLUTION** button repeatedly. Use the button when the document has been fed into the unit.

STANDARD	Suitable for printed or typewritten originals with normal-sized characters.
FINE	Suitable for originals with small printing.
SUPER FINE	Suitable for originals with minute printing.
HALF TONE	Useful for originals containing photographs, shaded drawings, etc.

Notes:

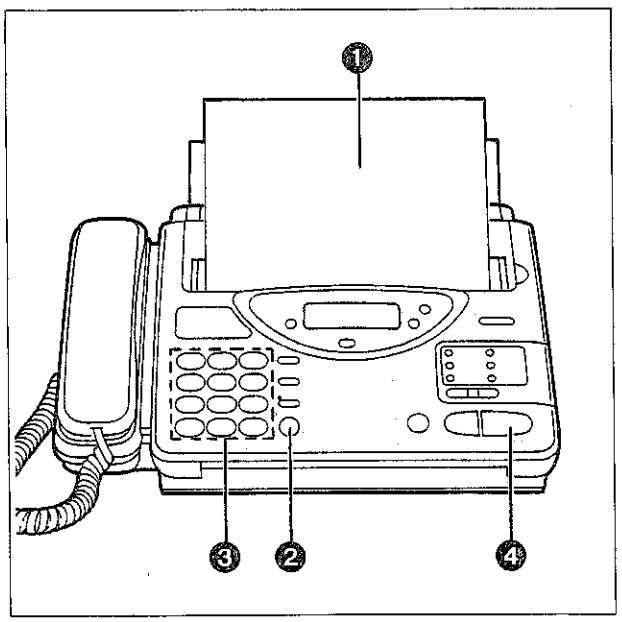
- *Using these features except the standard resolution will increase the transmission time.*
- *The super fine resolution only works between other compatible machines.*
- *If the setting is changed during feeding, it will be effective from the next sheet.*
- *To enhance the resolution settings, see page 46.*

Sending 16 or more sheets

If you wish to send 16 or more sheets at a time, insert the first 15 sheets of the document. Then add the extra sheets, up to 15 sheets at a time, before the last sheet is fed into the unit.

Transmitting Documents

Transmitting documents manually



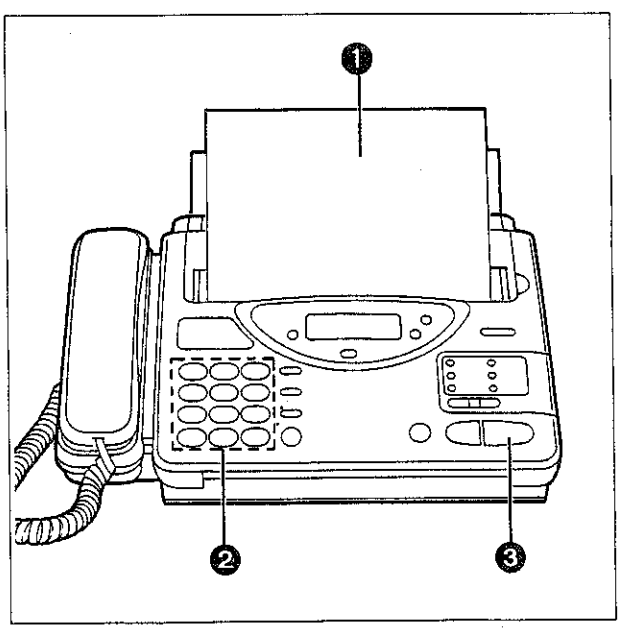
1. Insert the documents FACE DOWN until a beep tone is heard.
2. Press **SP-PHONE** or lift the handset, then listen for the dial tone.
3. Dial a phone number.
4. When a fax tone is heard, press **START/SET**.
5. Place the handset on the cradle if using it.
   —The unit will start transmission.

Notes:

- *If the other party answers your call, ask them to press their start or transmit button to start the fax reception, then press your START/SET button.*
- *To interrupt the transmission, press the STOP button.*

Transmitting documents with fewer procedures

You can transmit documents without using the handset or the SP-PHONE button.



1. Insert the documents FACE DOWN until a beep tone is heard.
2. Enter the phone number.
   —If incorrect, press the STOP button, then enter the correct number.
3. Press **START/SET**.
   —The unit will start to dial and transmit the documents.

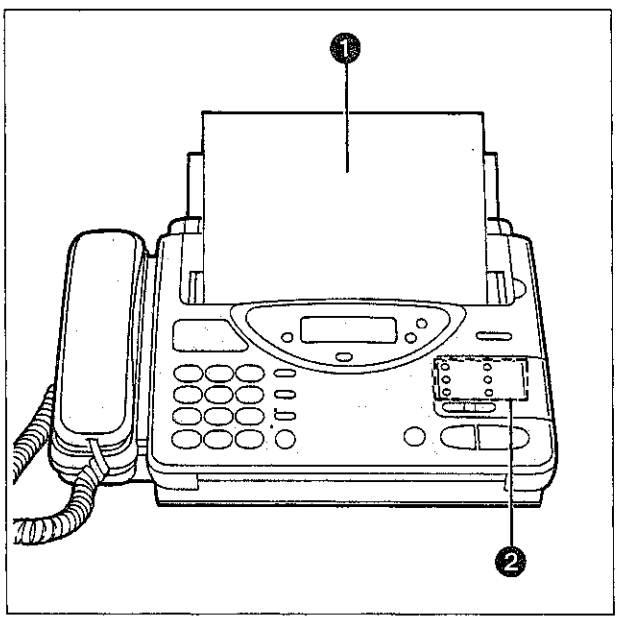
Note:

- *If there is no answer or the line is busy, the unit will automatically redial the number up to 2 times.*

Transmitting documents using automatic dialing

You can transmit documents automatically using one-touch dialing and speed dialing.
Before using automatic dialing, make sure that the desired telephone numbers have been stored in memory (see pages 15 to 16).

Using one-touch dialing:



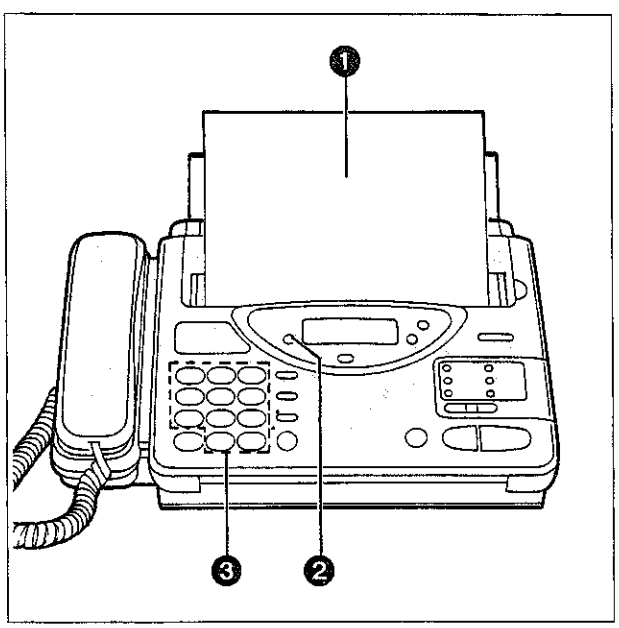
1. Insert the documents FACE DOWN until a beep tone is heard.
2. **When using the upper stations 1 to 5:**
   Press the desired direct call station key.

   When using the lower stations 6 to 10:
   Press **LOWER**, then press the desired direct call station key.

   —The unit will dial and transmit the documents automatically.

Note:
- *If there is no answer or the line is busy, the unit will automatically redial the number up to 2 times.*

Using speed dialing:



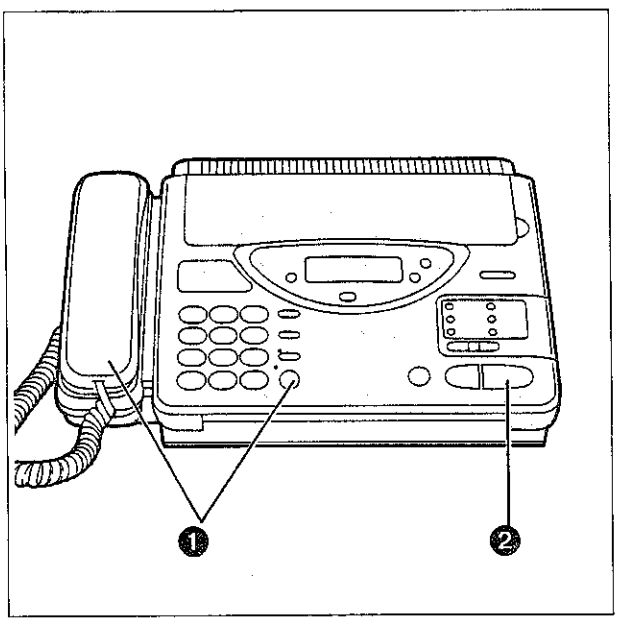
1. Insert the documents FACE DOWN until a beep tone is heard.
2. Press **DIRECTORY**.
3. Press #, then press the desired 2-digit number (00–21).
   —The unit will dial and transmit the documents automatically.

Note:
- *If there is no answer or the line is busy, the unit will automatically redial the number up to 2 times.*

Receiving Documents and/or Voice Calls

Manual reception

When in the *TEL* mode or during a telephone conversation, you can receive documents as follows.



1. When the unit rings, press **SP-PHONE** or lift the handset to answer the call.
2. When document reception is required, or a slow beep or nothing is heard, press **START/SET**.
3. Place the handset on the cradle if using it.
   —The unit will start reception.

Note:

- *To interrupt reception, press the STOP button. The unit will stop receiving.*

Automatic reception

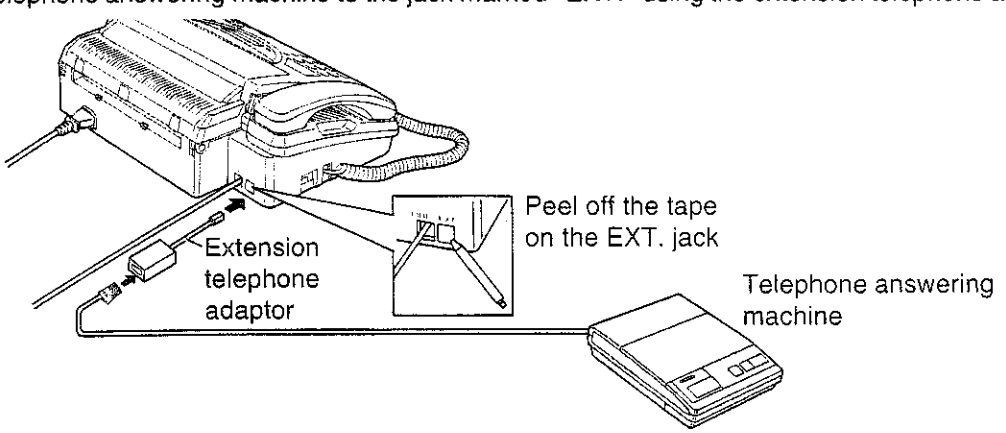
Set the receive mode to *EXT. TAM*, *TEL/FAX* or *FAX* by pressing **RECEIVE MODE**.
When a fax call comes in, the unit will automatically activate the fax function to receive documents.

Receiving in the EXT. TAM mode

This mode is used only when an external telephone answering machine (TAM) has been connected to the facsimile unit. Incoming voice messages will be recorded on the telephone answering machine and fax calls will be received by the facsimile unit automatically.

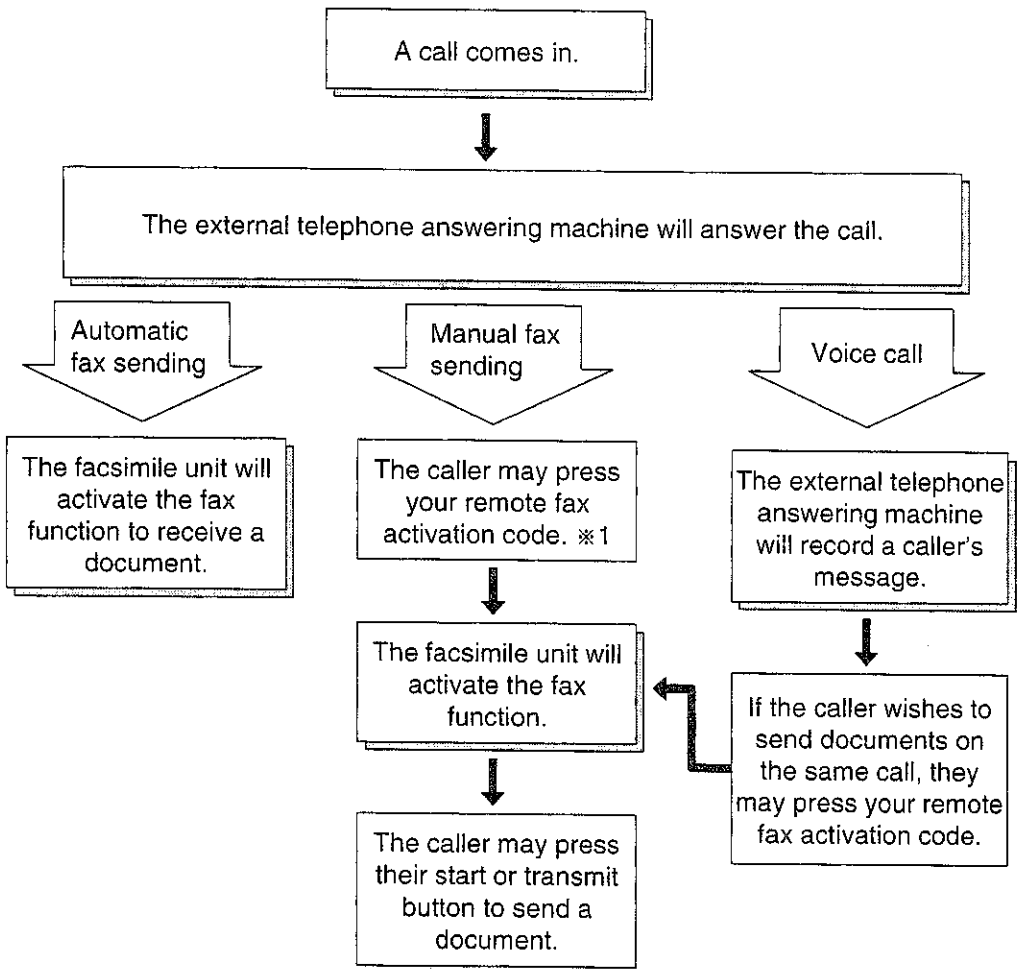
Connection

Connect the telephone answering machine to the jack marked "EXT." using the extension telephone adaptor included.



How to receive incoming calls in the EXT. TAM mode

When a call comes in, the facsimile unit and the external telephone answering machine will work as follows.



※1 If the caller calls your unit manually and wishes to send documents, they have to press your remote fax activation code (see page 38) to activate your facsimile unit. You should inform callers of this code beforehand.

Helpful hint:

- *When you use the unit with a telephone answering machine, transmit the leaflet on page 63 to several of your associates. In this way, you can confirm that your facsimile unit and telephone answering machine will function correctly and inform them of the procedure for transmitting documents and/or recording voice messages.*

Setting up the answering machine

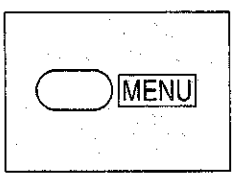
1. Set the number of rings on the telephone answering machine to 1–4.
2. Record your greeting message referring to the example below.
   "This is (your name, business and/or telephone number). We are unable to answer right now. To leave a message, speak after the long beep. To send a fax, press your asterisk button twice (remote fax activation code) and start transmission. Thank you."
   —Do not pause more than 4 seconds in the message.
   —Record your message for 8–16 seconds. We recommend you keep it around 10 seconds in length.
3. If your external telephone answering machine is equipped with a remote operation feature, you must set the same remote access code (remote TAM activation ID) as stored on the telephone answering machine in the unit's memory. See below.

Setting the remote TAM activation ID

Your code can be from 1 to 5 digits long. The numbers 0 through 9 and characters # and ✳ may be used.

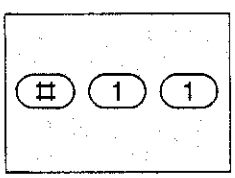
Important:

- *Note that the code should be different from the remote fax activation code (see page 38) and the junk mail prohibitor ID (see page 39).*

❶ 

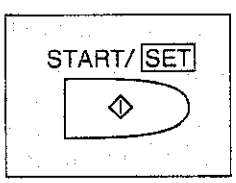
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

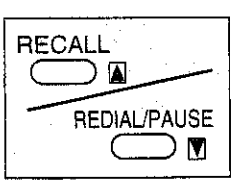
Press #, then press **11**.

```
REMOTE TAM ACT.
```

❸ 

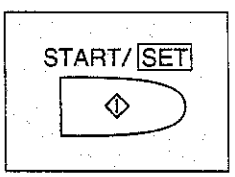
Press **START/SET**.

```
MODE=OFF   [▲▼]
```

❹ 

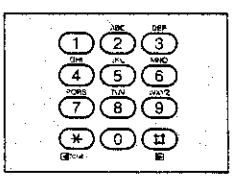
Press ▲ or ▼ repeatedly to select "ON".

```
MODE=ON    [▲▼]
```

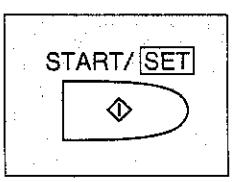
❺ 

Press **START/SET**.

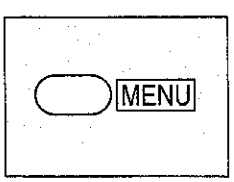
```
ID=11
```

❻ 

Enter the new ID number.

❼ 

Press **START/SET** to store the number.

❽ 

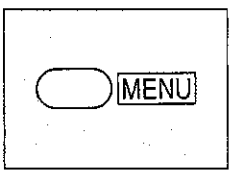
Press **MENU** to end the program.

Setting the silent detection

This feature allows the facsimile unit to activate the fax function automatically when a silent pause longer than 4 seconds is detected in the *EXT. TAM* mode.

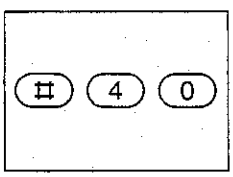
Helpful hints:

- *If you wish to receive documents from stations that do not send calling tone (CNG) after dialing, set this feature to "ON".*
- *If you use a single cassette tape to give a greeting message and to record incoming messages, set this feature to "OFF".*

❶ 

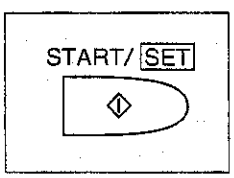
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

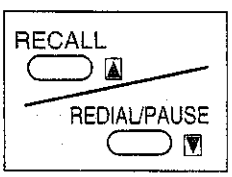
Press **#40**.

```
SILENT DETECT.
```

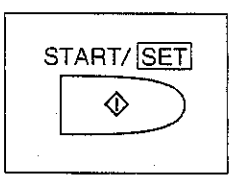
❸ 

Press **START/SET**.

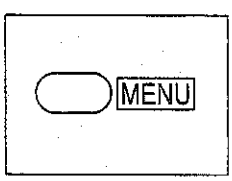
```
MODE=ON   [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired mode.

❺ 

Press **START/SET** to store the setting.

❻ 

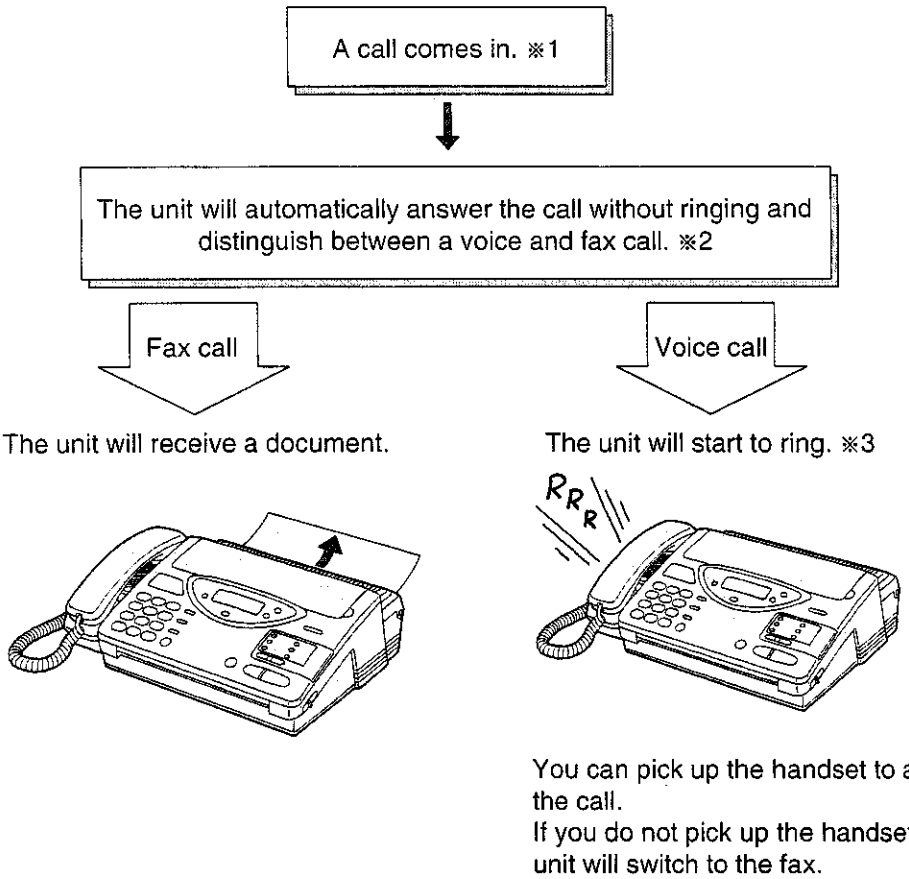
Press **MENU** to end the program.

Notice when using with an answering machine

- *Every time the facsimile unit receives a document, a mute or a fax tone may be recorded on the tape.*
- *Advise callers that they should not pause for over 4 seconds while recording their messages. If they do, the facsimile unit may activate the fax function.*
- *When your answering machine runs out of a recording tape, your facsimile unit may not be able to receive a document. Rewind the tape and prepare for recording.*
- *When you set the answering machine to give only a greeting message, a fax reception may not be available. We recommend to set your answering machine to record messages*
- *If you answer a call with the answering machine and pause for over 4 seconds, the facsimile unit may activate the fax function and you may not be able to talk with the other party. To resume the conversation, press the STOP button on the facsimile unit.*
- *When the answering machine does not answer a call after ringing 6 times, the facsimile unit will activate the fax function.*
- *Set the receive mode of the facsimile unit to TEL in the following conditions:*
  —when you wish to set the number of rings on the answering machine to more than 6.
  —when you wish to use auto transfer functions (transfer, pager call, etc.) on the answering machine.
  Note that automatic fax sending (see page 26) can not be received automatically in the TEL mode.

Receiving in the TEL/FAX mode

When a call comes in, the unit will work as follows.



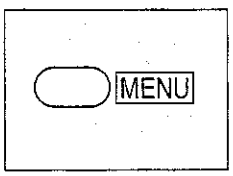
※1 All extension phones (if connected) will ring twice before the unit automatically answers the line. This number of rings can be changed. See "Setting the number of rings to answer in the TEL/FAX mode" on page 30.
※2 Telephone fee will be charged to callers from this moment.
※3 If a voice call is detected, the unit will ring up to 3 times. This number of rings is adjustable to a maximum of 6. See "Silent ring fax recognition system" on page 30.

Notes:

- *The unit can distinguish between a voice and fax call by detecting the calling tone (CNG), sent by the transmitting fax machines.*
  Some fax messages that are transmitted manually may not send with a calling tone. These calls must be manually received after the unit rings and the call is answered.
- *If a voice call is received, the unit will start to ring. While ringing, the unit will emit a different ring back tone to the calling party.*
- *If you hear the facsimile unit ringing, you can pick up the handset on the facsimile unit or another extension (if connected on the same line) to answer the call.*

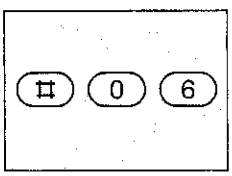
Setting the number of rings to answer in the TEL/FAX mode

This feature determines the number of rings after which the unit answers a call in the *TEL/FAX* mode. You can change the number of rings among 2 to 4 rings.

❶ 

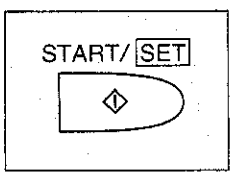
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

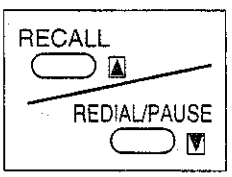
Press **#06**.

```
TEL/FAX RING
```

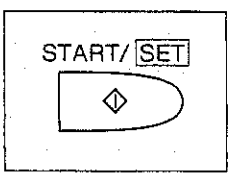
❸ 

Press **START/SET**.

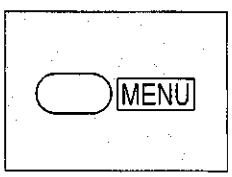
```
RING=2      [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired number of rings (2 to 4).

❺ 

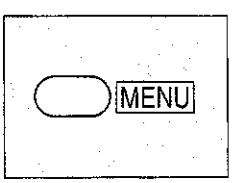
Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

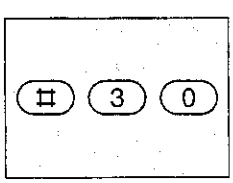
Silent ring fax recognition system

In the *TEL/FAX* mode, when a fax call is received, the unit will automatically activate the fax function without ringing (we call this "silent ring fax recognition system"). If the unit detects a voice call, it will ring 3 times. This number of rings can be changed to a maximum of 6 by following steps below.

❶ 

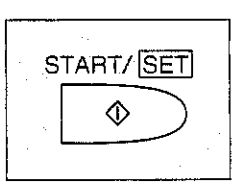
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

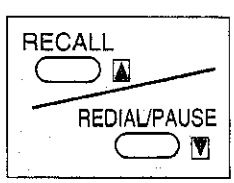
Press **#30**.

```
SILENT FAX RING
```

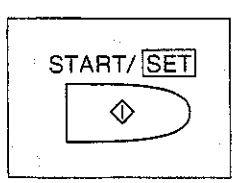
❸ 

Press **START/SET**.

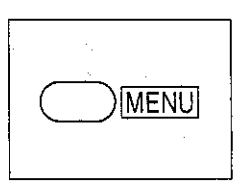
```
RING=3      [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired number of rings (3 to 6).

❺ 

Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

Receiving in the FAX mode

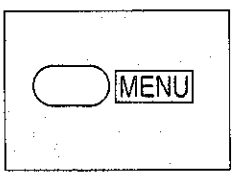
When a call comes in, the unit will automatically answer the line after 2 to 4 rings (user programming) and activate the fax function.

Setting the number of rings in the FAX mode

This feature determines the number of rings after which the unit answers a call in the *FAX* mode.
You can change the number of rings from 2 to 4 rings.

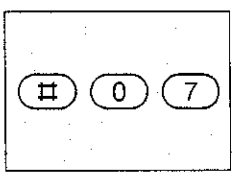
Helpful hints:

- *If you wish to have the opportunity to answer a call before the unit does, increase the number of rings.*
- *If you find there is difficulty in fax receiving from machines that have an automatic transmission feature, decrease the number of rings.*

❶ 

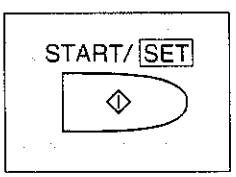
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

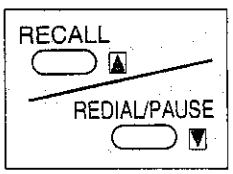
Press **#07**.

```
FAX RING
```

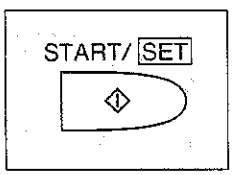
❸ 

Press **START/SET**.

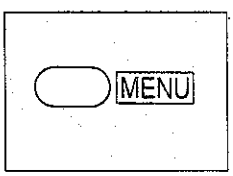
```
RING=2      [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired number of rings (2 to 4).

❺ 

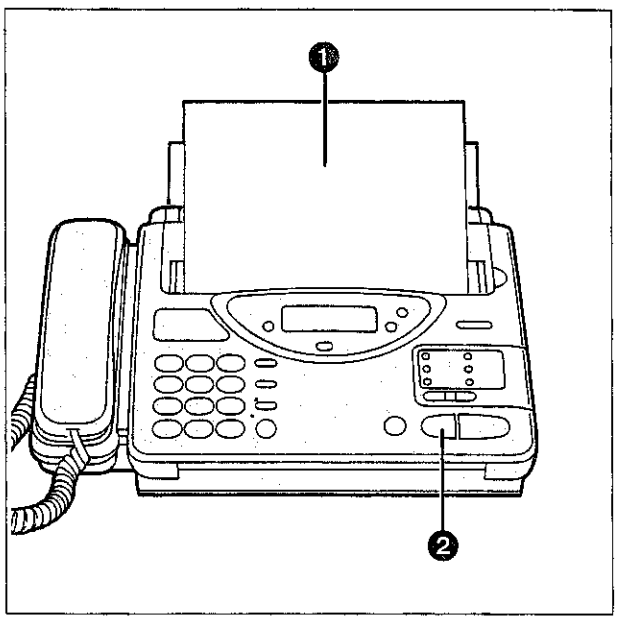
Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

Making a Copy

Any transmissible document can be copied (see page 21). To make a copy, follow the steps below.



1. Insert the documents FACE DOWN.
2. Press **COPY**.
   —The unit will start copying.

Notes:

- *When copying, the unit will automatically select the FINE resolution. Depending on the originals, select the desired resolution (see page 22).*
- *You can make or receive voice calls while making a copy.*
- *To interrupt a copy, press the STOP button. The unit will stop copy operation and eject the documents.*

User Programmable Features

The unit has the following programming features.

Basic features are the settings that need to be programmed upon completing the installation. Most probable choices have been pre-selected, but some features, such as codes #01, #02 and #03, must be programmed by user.

Advanced features should be programmed as the need arises.

Basic features

Code	Feature	Description	Selection	Page
#01	SET DATE & TIME	Setting the current date and time.		13
#02	YOUR LOGO	Setting your company name or personal name.	up to 30 digits	13
#03	YOUR TELEPHONE NUMBER	Setting your facsimile telephone number.	up to 20 digits	14
#04	PRINT TRANSMISSION REPORT	Setting individual transmission report printing.	ERROR/ON/OFF	14
#06	TEL/FAX RING COUNT	Setting the number of rings on the extension phone (if connected) before the facsimile unit answers a call in the TEL/FAX mode.	2 to 4 rings	30
#07	FAX RING COUNT	Setting the number of rings to answer in the FAX mode.	2 to 4 rings	31
#11	REMOTE TAM ACTIVATION	Setting the same remote control code as stored on the telephone answering machine.	ON/OFF ID=up to 5 digits (11)	27

Note: *In the "Selection" column, the underlined print indicates the pre-selected settings.*

Advanced features

Code	Feature	Description	Selection	Page
#21	LOGO POSITION	Setting the logo print position on the transmitted document.	OUT/IN/OFF	42
#22	JOURNAL AUTO PRINT	Printing journal report automatically.	ON/OFF	53
#23	OVERSEAS MODE	Setting the overseas transmission mode.	ON/OFF	43
#24	JUNK MAIL PROHIBITOR	Turning on the junk mail prohibitor feature. Also setting the prohibitor ID.	ON/OFF Prohibitor ID= 2 digits (22)	39
#25	DELAYED TRANSMISSION	Setting the delayed transmission.	ON/OFF	36
#30	SILENT FAX RECOGNITION RING	Setting the number of rings when receiving a voice call in the TEL/FAX mode.	3 to 6 rings	30
#31	RING DETECTION	Turning on the ring pattern detection for the distinctive ring service.	ON/OFF	41
#33	PAPER SAVE FUNCTION	Setting the paper save reception/copy.	ON/OFF	44
#34	EXTENSION COPY	Copying a document twice in length.		45
#40	SILENT DETECTION	Selecting whether or not the unit will activate fax function when a silent pause longer than 4 seconds occurs in the EXT. TAM mode after the call is answered.	ON/OFF	28
#41	REMOTE FAX ACTIVATION CODE	Setting the remote fax activation code for remote receiving using an extension phone.	up to 4 digits (**)	38
#46	ORIGINAL SETTING	Setting the contrast mode.	NORMAL/ LIGHT/ DARKER	46
#80	SET DEFAULT	Resetting the parameters of the advanced features.	YES/NO	47

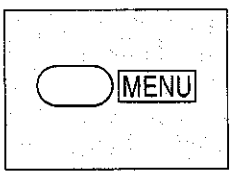
Note: *In the "Selection" column, the underlined print indicates the pre-selected settings.*

Polling

Polling means that you call another facsimile machine to retrieve a document. On the other hand, the documents loaded on your unit can be retrieved only at the request of the calling machines (we call this "Polled" mode).

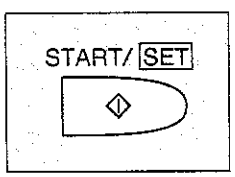
Polling reception

Make sure that no documents have been fed into your unit and that the other party's machine is ready for your call.

❶ 

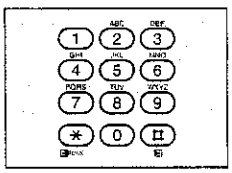
Press **MENU** repeatedly until the following is displayed.

```
4.POLLING
```

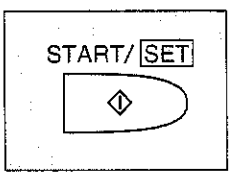
❷ 

Press **START/SET**.

```
NO.=
```

❸ 

Enter the phone number by using one-touch dialing, speed dialing or a full number.

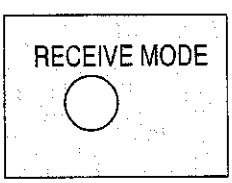
❹ 

Press **START/SET**.
—When using speed dialing, press START/SET again.
—The unit will start polling.

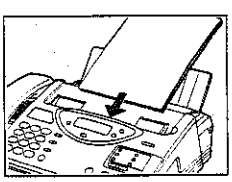
Notes:
- *The receiving unit incurs any telephone charges.*
- *If there is no answer or the line is busy, the unit will automatically redial the number up to 2 times.*

Polling transmission (Polled)

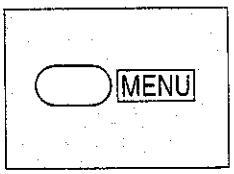
To let other machines retrieve documents loaded on your unit, proceed as follows.

❶ 

Set the unit in the *EXT. TAM*, *TEL/FAX* or *FAX* mode by pressing **RECEIVE MODE**.

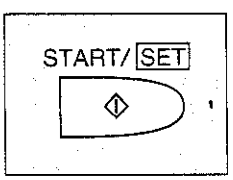
❷ 

Insert the documents FACE DOWN.

❸ 

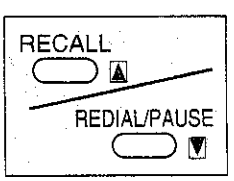
Press **MENU** repeatedly until the following is displayed.

```
5.POLLED
```

❹ 

Press **START/SET**.

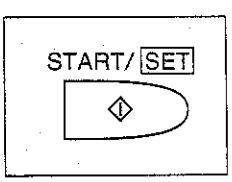
```
MODE=OFF   [▲▼]
```

❺ 

Press ▲ or ▼ to select "ON".

```
MODE=ON    [▲▼]
```

—If this feature is not required, select "OFF".

❻ 

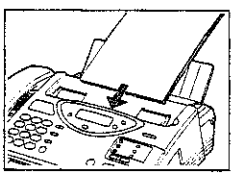
Press **START/SET**.

```
POLLED ON
```

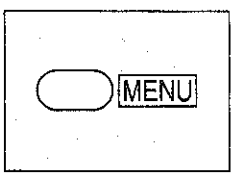
Note:
- *When delayed transmission (see page 36) is set to ON, this feature is not available.*

Delayed Transmission

Using a built-in clock, the unit can send documents automatically at a specific time. This allows you to take advantage of low-cost calling hours given by some telephone companies.
The delayed transmission can be reserved to take place up to 24 hours.

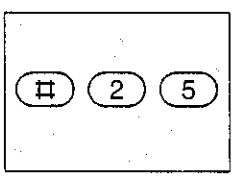
❶ 

Insert the documents FACE DOWN.

❷ 

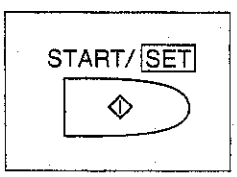
Press **MENU**.

```
1.SYSTEM SET UP
```

❸ 

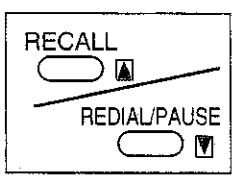
Press **#25**.

```
DELAYED XMT
```

❹ 

Press **START/SET**.

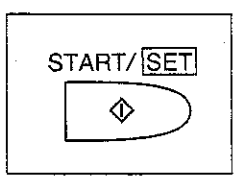
```
MODE=OFF    [▲▼]
```

❺ 

Press ▲ or ▼ to select "ON".

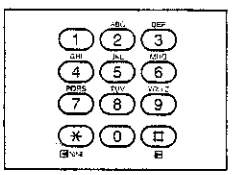
```
MODE=ON     [▲▼]
```

—If this feature is not required, select "OFF".

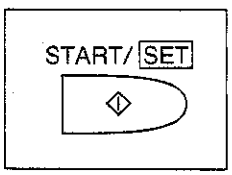
❻ 

Press **START/SET**.

```
NO.=
```

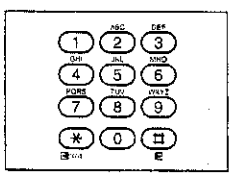
❼ 

Enter the phone number using one-touch dialing, speed dialing or a full number.
—You can use the electronic telephone directory (see page 17).

❽ 

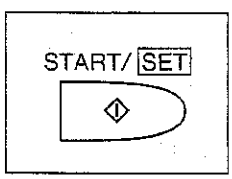
Press **START/SET** to store the number.
—When using speed dialing, press START/SET again.

```
TIME=12:00AM
```

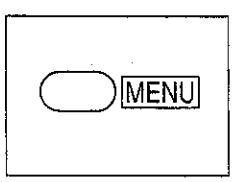
❾ 

Enter the transmission start time.

Example: *11:00PM*
Press **1100**, then press # to select PM.
—To select AM, press ✳.

❿ 

Press **START/SET** to store the setting.

⓫ 

Press **MENU** to end the program.

—When the programmed time has come, the unit will automatically start transmission.

Notes:

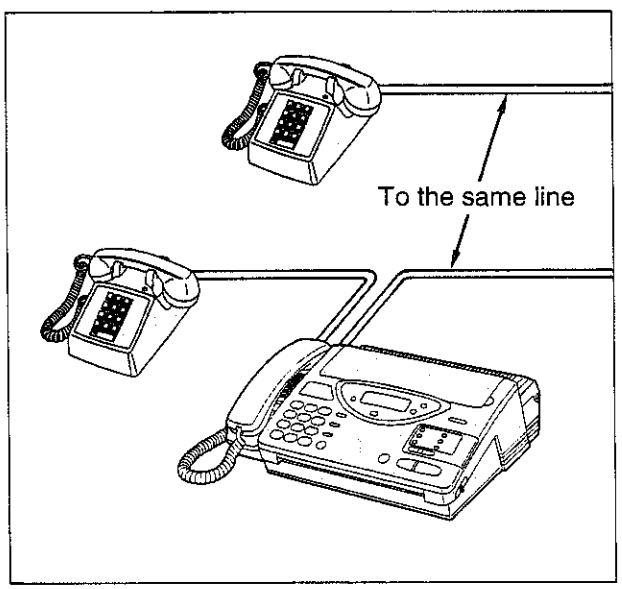
- *If there is no answer or the line is busy, the unit will automatically redial the number up to 2 times.*
- *You can receive, transmit and copy documents while the delayed transmission is set. To copy or transmit documents, remove documents from the tray and replace them when you have finished.*
- *If the programmed start time has passed during a power failure, delayed transmission will be attempted soon after the power is restored.*
- *When polling transmission feature (see page 35) is set to ON, this feature is not available.*

Remote Fax Receiving Using an Extension Phone

If you have an extension phone connected to the facsimile unit or connected on the same line, it is possible to receive a fax message into your facsimile unit by using the touch tone extension phone.
This saves you the trouble of going to the facsimile unit and pressing the START button.

Important:
- *This feature is available when you receive a call.*
- *To activate this feature, use a touch tone telephone as an extension phone and dial the remote fax activation code. The remote fax activation code is set to "∗∗" as a preselected setting.*

Using an extension phone



1. When a call comes in, lift the handset of the extension phone.
2. If a slow beep is heard, or the other party wishes to send you a fax, press the remote fax activation code.
3. Replace the handset on the cradle.
   —The facsimile unit will activate the fax function to receive documents.

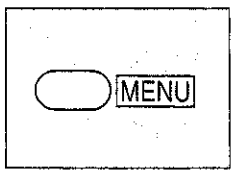
Note:
- *The remote fax activation code can be changed. See page 38.*

Changing the remote fax activation code

Your code can be from 1 to 4 digits long. The numbers 0 through 9 and character ✳ may be used. (e.g. ✳✳, 234, 234✳)

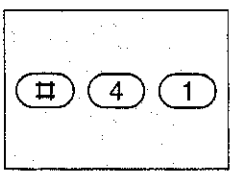
Important:

- *The remote fax activation code should be different from the remote TAM activation ID (see page 27).*

❶ 

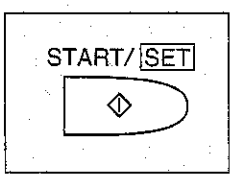
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

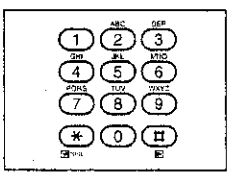
Press **#41**.

```
REMOTE FAX ACT.
```

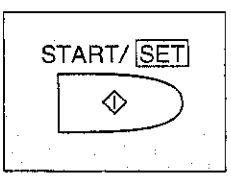
❸ 

Press **START/SET**.

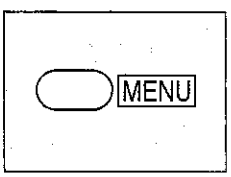
```
CODE=✳✳
```

❹ 

Enter the new code number.

❺ 

Press **START/SET** to store the number.

❻ 

Press **MENU** to end the program.

Note:

- *If the remote fax activation code is set to "0000", the unit does not work properly.*

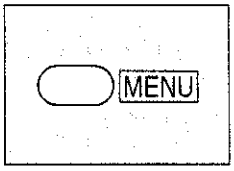
Junk Mail Prohibitor

The feature is effective to prevent fax receptions from unauthorized stations.
With this feature, the unit can receive documents only from the stations whose phone numbers are stored for automatic dialing.
If you wish to receive documents from other stations, advise the caller to call your unit manually and enter your prohibitor ID (see page 40) before initiating transmission.

Important:

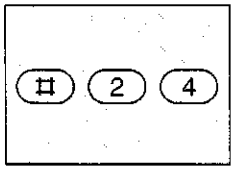
- *To activate this feature, set the unit in the EXT. TAM, TEL/FAX or FAX mode and let the unit receive documents automatically.*
- *When in the EXT. TAM or TEL/FAX mode, transmission using the prohibitor ID is available (see page 40).*
- *If manual reception is used, the documents from any transmitting stations will be received.*
- *If the transmitting machines have not been programmed with their facsimile telephone numbers, the unit will not be able to receive documents automatically.*

Setting the junk mail prohibitor

❶ 

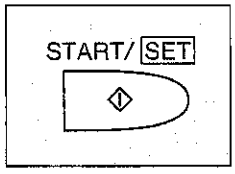
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

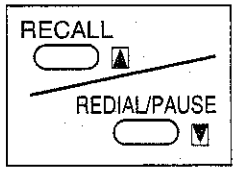
Press **#24**.

```
JUNK MAIL PROH.
```

❸ 

Press **START/SET**.

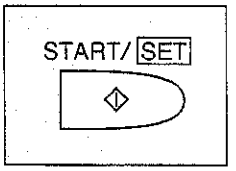
```
MODE=OFF   [▲▼]
```

❹ 

Press ▲ or ▼ to select "ON".

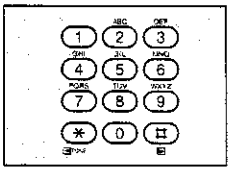
```
MODE=ON    [▲▼]
```

—If this feature is not required, select "OFF".

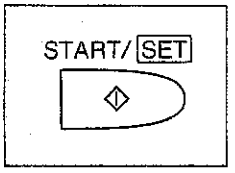
❺ 

Press **START/SET** to store the setting.

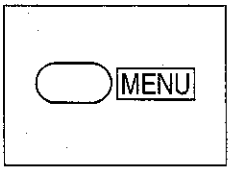
```
ID=22
```

❻ 

If you wish to change the junk mail prohibitor ID, enter the desired 2-digit number.
—0, # and ✳ cannot be used.

❼ 

Press **START/SET** to store the number.

❽ 

Press **MENU** to end the program.

Note:

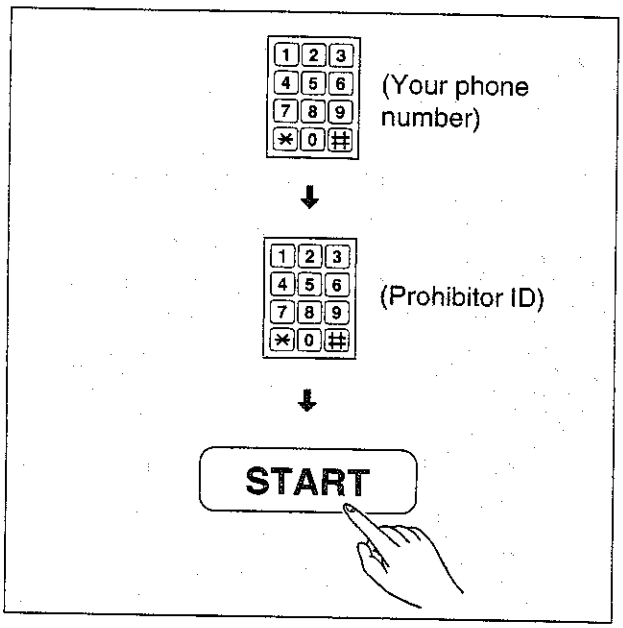
- *The junk mail prohibitor ID must be different from the first 2 digits of the remote TAM activation ID (see page 27). For example, if the remote TAM activation ID is set to "321", do not use "32" as a junk mail prohibitor ID.*

Transmitting documents to your unit with the prohibitor ID

If the junk mail prohibitor feature is activated, automatic fax reception from unauthorized stations will not be available. However, in this instance, a caller can transmit documents to your unit manually by entering the prohibitor ID.
Issue the prohibitor ID to callers with priority status.

Important:
- *Transmission with the prohibitor ID is activated when your unit is in the EXT. TAM or TEL/FAX mode.*

Instructions for caller:



❶ A caller may call your unit.

❷ ■ **When your unit is in the *EXT. TAM* mode:**
They may enter the prohibitor ID while the greeting message is being played or during an incoming message recording mode.

or

■ **When your unit is in the *TEL/FAX* mode:**
They may enter the prohibitor ID while the different ring back tone is heard.

❸ When a fax tone is heard, they may press their start or transmit button to start the fax transmission.

Receiving with Distinctive Ring Service

This unit has been equipped with a ring pattern detection feature. The feature enables you to use the distinctive ring service provided by your telephone company effectively.

The distinctive ring service will give you an additional phone number on a single telephone line, with a different ring pattern.
When you wish to use the additional phone number as a facsimile telephone number, set the ring pattern detection feature to ON. When the unit detects a call with the distinctive ringing pattern, the unit will automatically activate the fax function to receive documents.

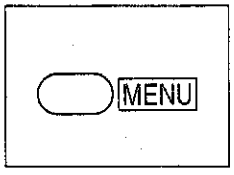
To use this feature properly, set the unit to the *TEL/FAX* or *EXT. TAM* mode (if an answering machine is used).

- In the *TEL/FAX* mode, when a distinctive ring pattern is detected, the unit will automatically answer the line and activate the fax function to receive documents. If a standard ring pattern is received, the unit will ring until you pick up the phone.

- In the *EXT. TAM* mode, when a distinctive ring pattern is detected, the unit will automatically answer the line and activate the fax function to receive documents. If a standard ring pattern is received, the unit and/or the telephone answering machine will activate depending on the call.

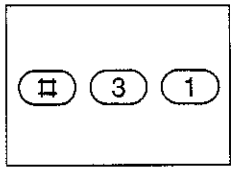
Notes:
- *The unit answers a distinctive ring call after the second ring automatically. To change this number of rings, change the FAX ring count (see page 31) after setting the ring detection feature.*
- *When in the FAX mode, the unit will automatically answer all calls and activate the fax function.*
- *When in the TEL mode, you have to answer all calls manually.*
- *For more information on the distinctive ring service, please contact your telephone company.*

Setting the ring pattern detection

❶ 

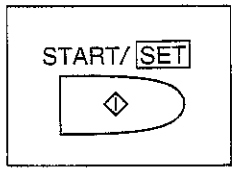
Press **MENU** until the following is displayed.

```
1.SYSTEM SET UP
```

❷ 

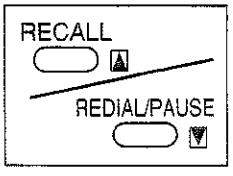
Press **#31**.

```
RING DETECTION
```

❸ 

Press **START/SET**.

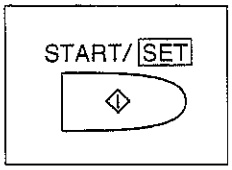
```
MODE=OFF   [▲▼]
```

❹ 

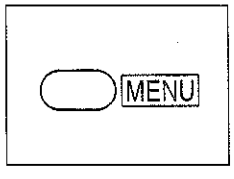
Press ▲ or ▼ to select "ON".

```
MODE=ON    [▲▼]
```

—If this feature is not required, select "OFF".

❺ 

Press **START/SET** to store the setting.

❻ 

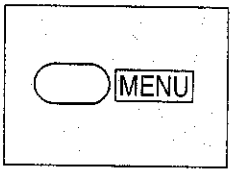
Press **MENU** to end the program.

Special Settings

Logo print position

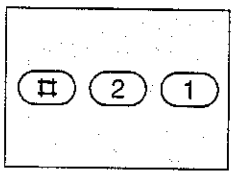
Your logo, telephone number, date, time and page number will be printed on the transmitted document from your unit in the following manner.

OUT: Outside of the transmitted document's paper size.
IN: Inside of the transmitted document's paper size.
OFF: Not printed.

❶ 

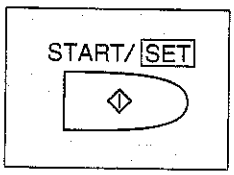
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

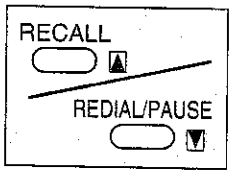
Press **#21**.

```
LOGO POSITION
```

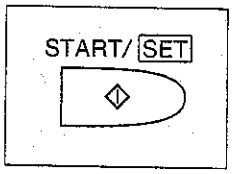
❸ 

Press **START/SET**.

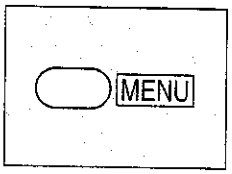
```
MODE=OUT   [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired setting.

❺ 

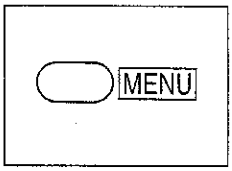
Press **START/SET** to store your selection.

❻ 

Press **MENU** to end the program.

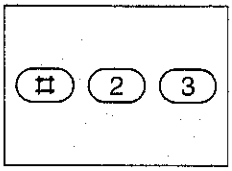
Overseas transmission mode

You may experience difficulty in transmitting documents overseas. When this feature is set to on, it will become easy to send documents as the transmission speed is slowed down.

❶ 

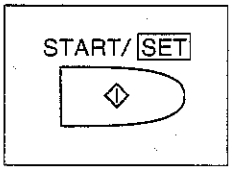
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

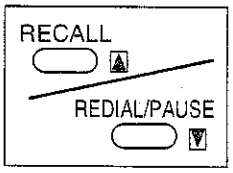
Press **#23**.

```
OVERSEAS MODE
```

❸ 

Press **START/SET**.

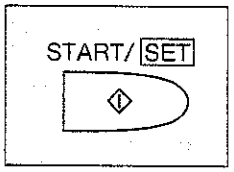
```
MODE=OFF   [▲▼]
```

❹ 

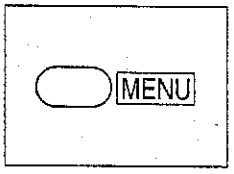
Press ▲ or ▼ to select "ON".

```
MODE=ON    [▲▼]
```

—If this feature is not required, select "OFF".

❺ 

Press **START/SET** to store your selection.

❻ 

Press **MENU** to end the program.

—Start transmission procedure (see pages 23 and 24).

Notes:

- *After the transmission has completed, this feature is turned off automatically.*
- *When using this feature, transmission time will increase.*

Paper save reception/copy

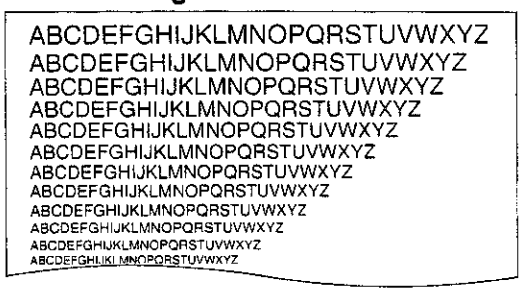
Use this feature when you wish to save a recording paper during fax reception or copying. With this feature, the unit will reduce the data and print it out in half in length.

Important:

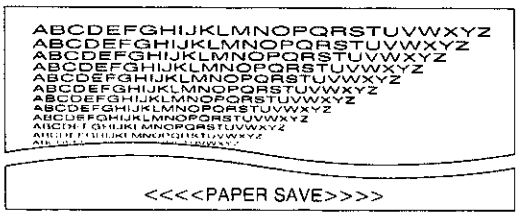
- *This feature will not work,*
  —when receiving documents sent in fine resolution or other nonstandard resolution.
  —when making a copy in the fine, super fine or half tone resolution.

Sample of paper save print:

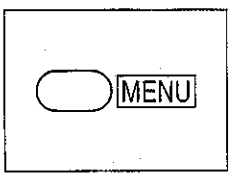
Original document



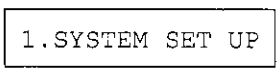
Printed document

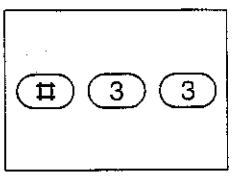


To activate this feature, proceed as follows:

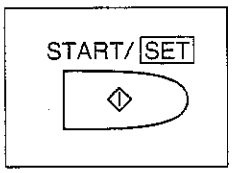
❶ 

Press **MENU**.

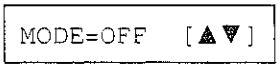


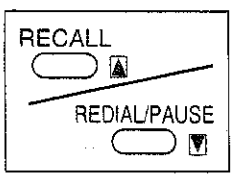
❷ 

Press **#33**.

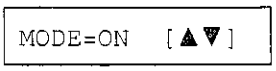
❸ 

Press **START/SET**.

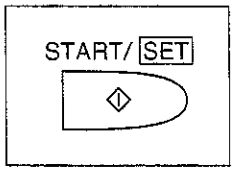


❹ 

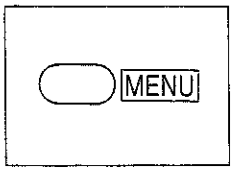
Press ▲ or ▼ to select "ON".



—If this feature is not required, select "OFF".

❺ 

Press **START/SET** to store your selection.

❻ 

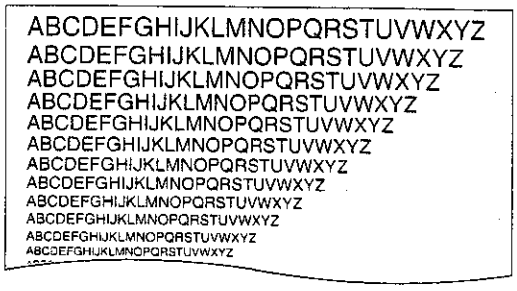
Press **MENU** to end the program.

Extension copy

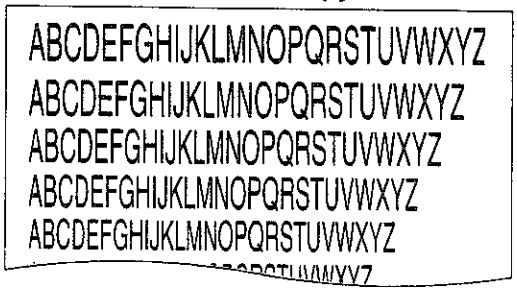
With this feature, the unit will copy a document twice in length.
We recommend that you use this feature when you received fax messages in the paper save reception (see page 44) and you wish to enlarge them.

Sample of extended copy:

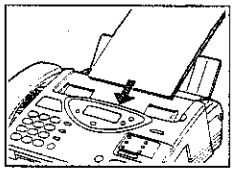
Original document



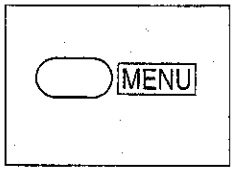
Extended copy



To make an extension copy, proceed as follows:

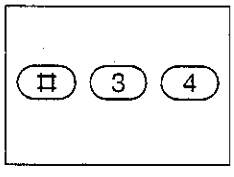
❶ 

Insert the documents FACE DOWN.

❷ 

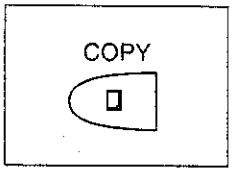
Press **MENU**.

```
1.SYSTEM SET UP
```

❸ 

Press **#34**.

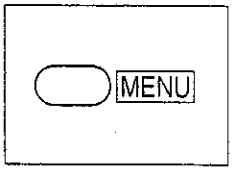
```
EXTENSION COPY
```

❹ 

Press **COPY**.

```
COPYING
```

—The unit will start printing.

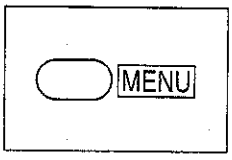
❺ 

Press **MENU** to end the operation.

Original mode

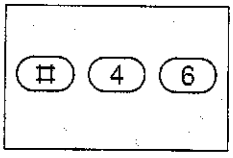
Use this feature when you need to transmit and copy a document with very faint writing or very dark writing.
The following choices are available:
NORMAL: Used for a document with normal writing.
LIGHT: Used for a document with very faint writing.
DARKER: Used for a document with very dark writing.

These settings are available in the standard, fine and super fine resolutions.
Set this feature before starting transmission or copying by following steps below.

❶ 

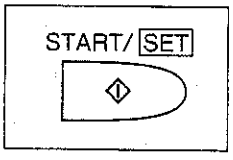
Press **MENU**.

1.SYSTEM SET UP

❷ 

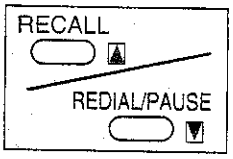
Press **#46**.

ORIGINAL

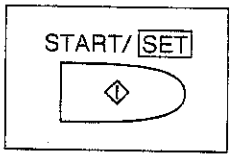
❸ 

Press **START/SET**.

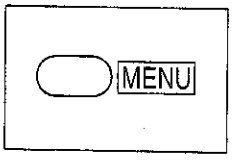
MODE=NORMAL[▲▼]

❹ 

Press ▲ or ▼ to select the desired mode.

❺ 

Press **START/SET** to store the setting.

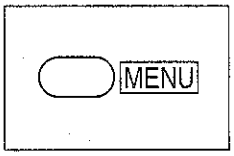
❻ 

Press **MENU** to end the program.

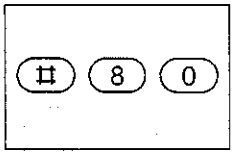
Note:
- *This feature will return to the normal mode after the transmission or copying has completed.*

Resetting the advanced features

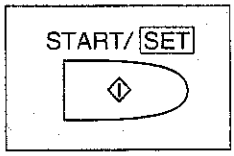
Use this feature to return the advanced features of #21 through #46 (see page 34) to their initial settings.

1. 

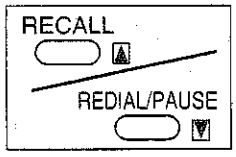
Press **MENU**.
`1.SYSTEM SET UP`

2. 

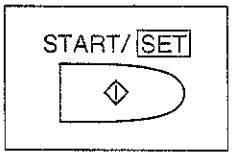
Press **#80**.
`SET DEFAULT`

3. 

Press **START/SET**.
`RESET=NO [▲▼]`

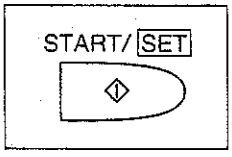
4. 

Press ▲ or ▼ to select "YES".
`RESET=YES [▲▼]`

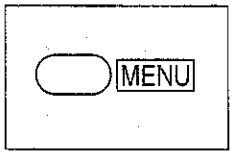
5. 

Press **START/SET**.
`RESET OK?`

—If this feature is not required, press the STOP button.

6. 

Press **START/SET** again.
`RESET COMPLETED`

7. 

Press **MENU** to end the program.

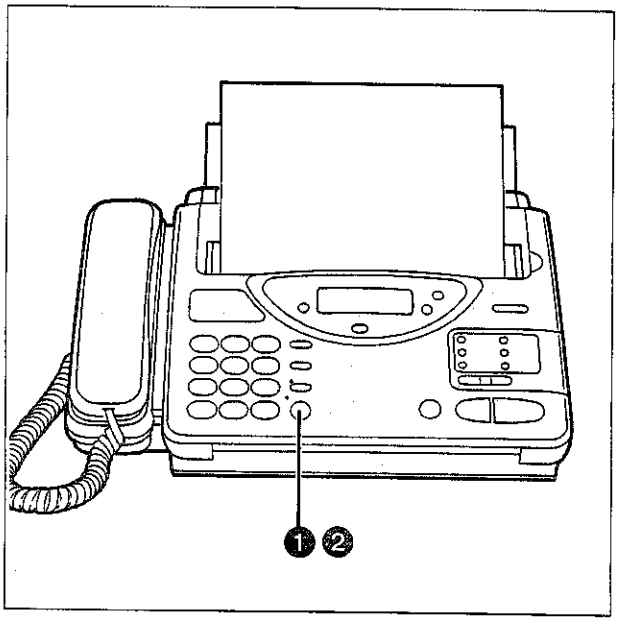
Voice Contact

You can have a voice conversation on the same call after fax transmission or reception is completed. This saves the extra expense and time of making a subsequent telephone call to discuss the information sent over the fax.

Important:

- *This feature works only when the other party's unit is equipped with the voice contact/call reservation feature.*

Initiating voice contact



1. Press **SP-PHONE/VOICE STDBY** while transmitting or receiving documents.

   VOICE STANDBY

   —Your unit will call the other party with a distinctive ring.

2. When the other party answers, the unit will emit a distinctive ring. While ringing, press **SP-PHONE/VOICE STDBY** again or lift the handset to start speaking.

Notes:

- *If you initiate voice contact while transmitting documents, you can speak after all the documents have been transmitted.*
- *If you initiate voice contact while receiving documents, you can speak after the current page of the documents is received.*
- *You can initiate the voice contact by lifting the handset during transmission or reception.*
- *If the other party does not answer, the line will be disconnected automatically.*

Receiving a request for voice contact

If the other party initiates voice contact, your unit will emit a distinctive ring after the transmission or reception is completed.

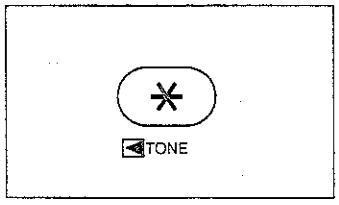
When a distinctive ring is heard, press **SP-PHONE/VOICE STDBY** or lift the handset, then start speaking.

Note:

- *If you do not answer within 10 seconds of hearing the distinctive ring, the line will be disconnected automatically.*

TONE, RECALL and PAUSE Buttons

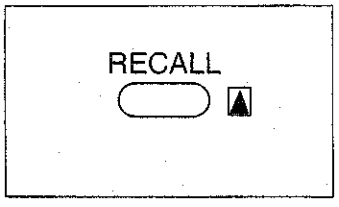
TONE button



The TONE (✳) button is used when your line has a rotary pulse dial service. Pressing the button allows you to change temporarily from pulse to tone mode during a dialing operation.
When you hang up, the unit will automatically return to pulse mode.

Note:
- *TONE can be stored into a phone number for automatic dialing.*

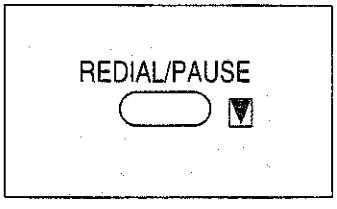
RECALL button



Pressing the RECALL button allows you to use special features of the host exchange (if connected) or local telephone company services. For further details, contact the supplier or your local telephone company.

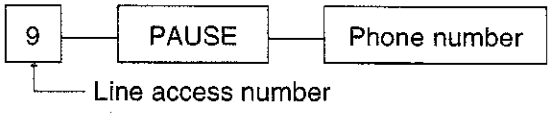
Note:
- *RECALL can be stored into a phone number for automatic dialing.*

PAUSE button

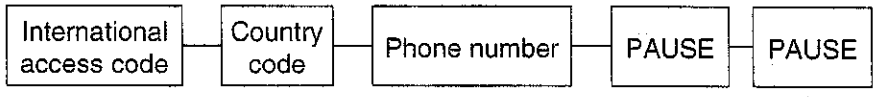


Pressing the REDIAL/PAUSE button causes a dialing delay in the dialing sequence.

Example-1: When your unit is connected to a host exchange, insert a pause as follows to get an outside line.



Example-2: If a transmission error occurs frequently when making an overseas transmission, add two pauses at the end of the phone number.



Note:
- *PAUSE can be stored into a phone number for automatic dialing.*

Printing Reports and Lists

You can get the following reports and lists from your unit. See pages 51 and 52 for sample reports and lists.

Basic Feature List:
This provides you with the current settings of the basic programming features (#01 to #11).

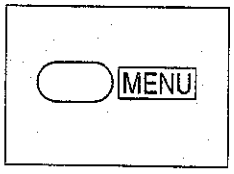
Advanced Feature List:
This gives you a list of the current settings of the advanced programming features (#21 to #80).

Telephone Number List:
This is a list of phone numbers and station names that are stored for one-touch dialing and speed dialing.

Journal Report:
This gives you a record of all transmissions and receptions (up to 35 fax communications). This report is useful for keeping telephone records or for verifying telephone charges.
This report can be printed automatically after every 35 fax communications (see page 53).

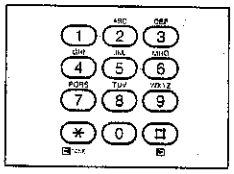
Printer test list:
This allows you to check the print quality of your unit. If the test pattern has any blurred points or lines or dirty patterns, please clean the thermal head by following the instructions on page 59.

How to print each report/list

❶ 

Press **MENU** repeatedly until the following is displayed.

```
3.PRINT LIST
```

❷ 

For the basic feature list, press **#1**.

```
BASIC LIST
```

For the advanced feature list, press **#2**.

```
ADVANCE LIST
```

For the telephone number list, press **#3**.

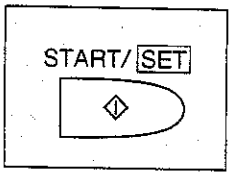
```
TEL NO. LIST
```

For the journal report, press **#4**.

```
JOURNAL REPORT
```

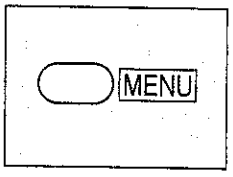
For the printer test list, press **#5**.

```
PRINTER TEST
```

❸ 

Press **START/SET** to start printing.

```
PRINTING
```

❹ 

Press **MENU** to end the operation.

Sample reports and lists

Basic feature list

BASIC FEATURE LIST

NO.	FEATURE	CURRENT SETTING	
#01	SET DATE & TIME	Jan. 01 1995 12:00AM	
#02	YOUR LOGO	Panasonic FAX SYSTEM	
#03	YOUR TELEPHONE NUMBER		
#04	PRINT TRANSMISSION REPORT	ERROR	[ERROR,ON,OFF]
#06	TEL/FAX RING COUNT	2	[2...4]
#07	FAX RING COUNT	2	[2...4]
#11	REMOTE TAM ACT.	OFF	[ON,OFF]

ID = 11

Advanced feature list

ADVANCED FEATURE LIST

NO.	FEATURE	CURRENT SETTING	
#21	LOGO POSITION	OUT	[OUT,IN,OFF]
#22	JOURNAL AUTO PRINT	ON	[ON,OFF]
#23	OVERSEAS MODE	OFF	[ON,OFF]
#24	JUNK MAIL PROHIBITOR	OFF	[ON,OFF]

ID = 22

#25	DELAYED TRANSMISSION	OFF	[ON,OFF]

DESTINATION =
START TIME = 12:00AM

#30	SILENT FAX RECOGNITION RING	3	[3...6]

Telephone number list

TELEPHONE NUMBER LIST

STATION KEY LIST

TELEPHONE NUMBER	NAME	TELEPHONE NUMBER	NAME
01 092-123-4567	COMPANY A	06 999-1234	
02 83-555-1234	COMPANY B	07 [ ]	
03 012-999-8877	COMPANY C	08	
04 83P4567		09	
05 987-6543		10	

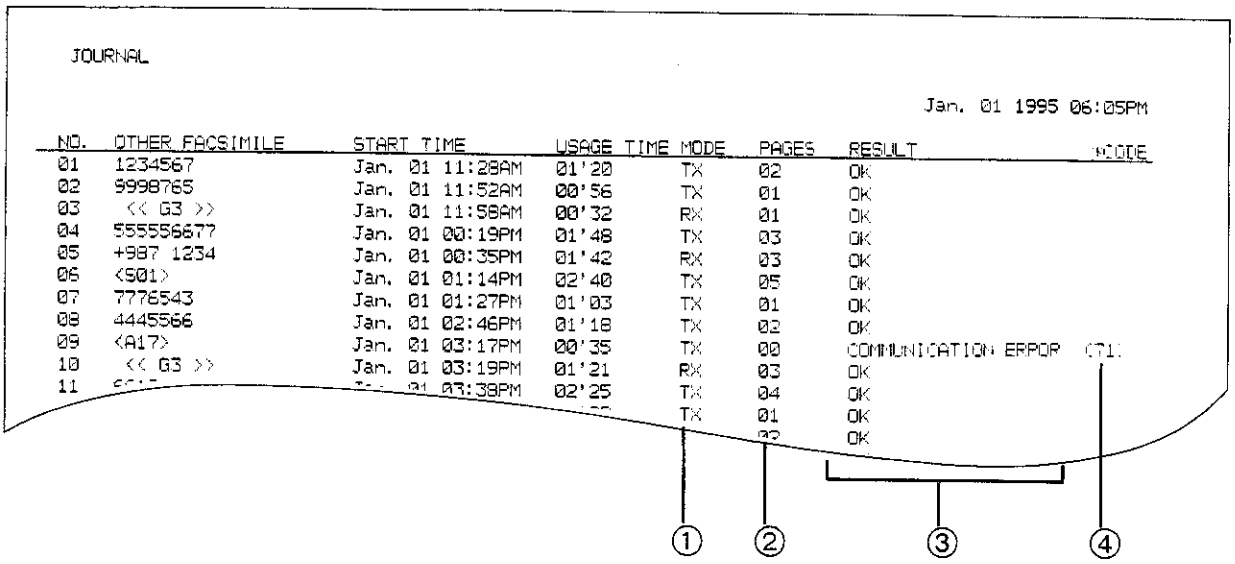
AUTO KEY LIST

TELEPHONE NUMBER	NAME	TELEPHONE NUMBER	NAME
00 111-2233*123		11 222-3344	COMPANY D
01 765-4321		12 092-555-6677	COMPANY E
02 345F6789		13	
03 092[ ]		14	
04		15	
05		16	

Codes in each phone number

*: * has been entered.
P: The pause has been entered.
F: The recall has been entered.
–: The hyphen has been entered.
[ ]: The secret phone number has been entered. (The telephone number is not printed.)

Journal report



JOURNAL

Jan. 01 1995 06:05PM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT	MODE
01	1234567	Jan. 01 11:28AM	01'20	TX	02	OK	
02	9998765	Jan. 01 11:52AM	00'56	TX	01	OK	
03	<< G3 >>	Jan. 01 11:58AM	00'32	RX	01	OK	
04	555556677	Jan. 01 00:19PM	01'48	TX	03	OK	
05	+987 1234	Jan. 01 00:35PM	01'42	RX	03	OK	
06	<501>	Jan. 01 01:14PM	02'40	TX	05	OK	
07	7778543	Jan. 01 01:27PM	01'03	TX	01	OK	
08	4445566	Jan. 01 02:46PM	01'18	TX	02	OK	
09	<A17>	Jan. 01 03:17PM	00'35	TX	00	COMMUNICATION ERROR	(71)
10	<< G3 >>	Jan. 01 03:19PM	01'21	RX	03	OK	
11	[illegible]	[illegible] 03:38PM	02'25	TX	04	OK	
				TX	01	OK	
					[illegible]	OK	

① ② ③ ④

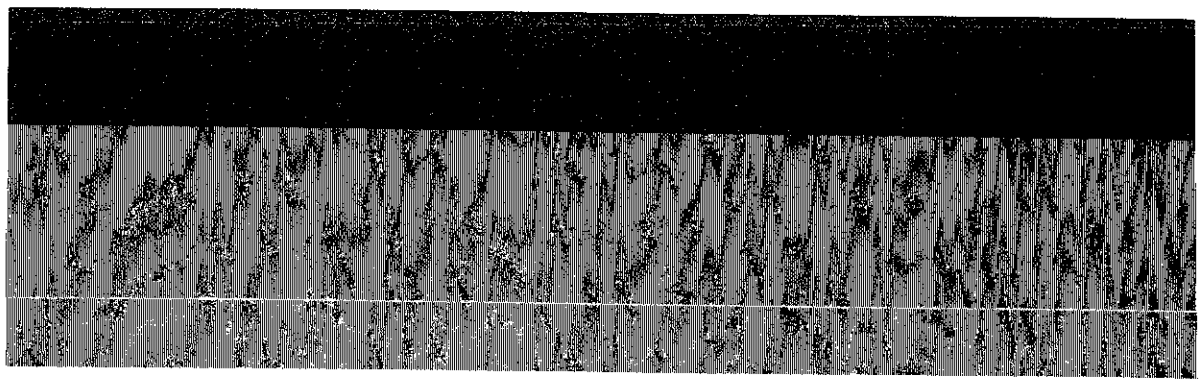
① Communication mode:
TX...Transmission
RX...Reception
POL.TX...Polling transmission
POL.RX...Polling reception

② Number of pages received or transmitted successfully

③ Communication result
(For the explanation of communication results, see page 56.)

④ Error code (for the service personnel use only)

Print test list

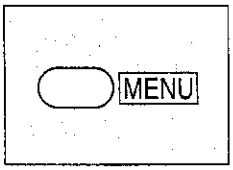


Setting journal auto print

This feature allows the unit to print a record of the last 35 fax communications (transmissions and receptions) automatically.
After printing, memory will clear and the unit will begin to store new data of the journal report.

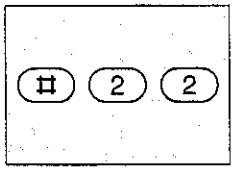
When this feature is deactivated, the journal report data is stored until the memory becomes full. When memory is full and a new communication takes place, the oldest data will be erased and the newest data will be stored.

To activate this feature, proceed as follows.

❶ 

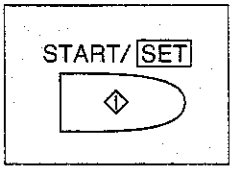
Press **MENU**.

```
1.SYSTEM SET UP
```

❷ 

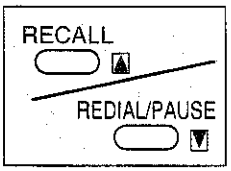
Press #, then press **22**.

```
AUTO JOURNAL
```

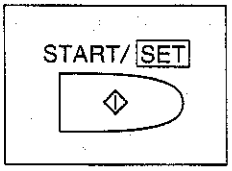
❸ 

Press **START/SET**.

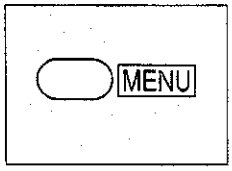
```
MODE=ON     [▲▼]
```

❹ 

Press ▲ or ▼ to select the desired mode.

❺ 

Press **START/SET** to store the setting.

❻ 

Press **MENU** to end the program.

Troubleshooting

Error messages on the display

If the unit detects a problem, one of the following messages will appear on the display.

ERROR MESSAGE	CAUSE AND REMEDY
CHECK COVER	•The top cover is open. Close it.
CHECK DOCUMENT	•The document is not fed into the unit properly. Re-insert the document. If the misfeeding occurs frequently, clean the document feeder rollers and the sub roller inside the unit (see page 59). Still it remains unsolved, adjust the feeder pressure (see page 58).
CHECK MEMORY	•Memory (phone numbers, parameters, etc.) has been erased. Re-program them.
MECHA ERROR	•Mechanical error occurs. Open the cover and re-install the recording paper. Then press the STOP button and close the cover.
NO RESPONSE	•The receiving unit is busy or out of recording paper. Try again.
OUT OF PAPER	•The unit ran out of recording paper. Replace it (see page 8).
PAPER JAMMED	•The recording paper is jammed. Clear the jammed paper (see page 57).
POLLING ERROR	•The other unit does not provide the polling function. Check the other party.
REMOVE DOCUMENT	•The document is jammed. Open the cover, remove the jammed document (see page 58) and try again. •Attempted to transmit a document longer than 600 mm (23⅝"). Press the STOP button and remove it (see page 58).
TRANSMIT ERROR	•Transmission error occurs. Try again.
UNIT OVERHEATED	•The unit is too hot. Leave it as it is and allow it to cool down.

General corrective measures

GENERAL

I cannot make and receive calls.
—The line cord is connected incorrectly or not connected. Confirm the connection (see page 9).

I cannot make calls.
—The setting of the dialing mode is wrong. Check the selector (see page 9).

The unit does not work.
—Disconnect the unit from the telephone line and connect a known working phone. If the known working phone operates properly, call your service personnel to have the unit repaired. If the known working phone does not operate properly, consult your telephone company.

The unit does not ring.
—The ringer volume is set to OFF. Raise it to a suitable level (see page 10).

The REDIAL/PAUSE button does not function properly.
—The button has combination feature of redial and pause. It will redial the last dialed number when it is pressed after hanging up and getting dial tone again (see page 20). If it is pressed after you dial another phone number, the button will function as pause button (see page 49).

While programming, I cannot enter the code or ID number.
—The whole or part of the number you try to enter is same as the other code or ID. Change the number into new one (see pages 27, 38 and 39).

FAX TRANSMISSION

The other party complains that letters on their received document are distorted.
—If your line has special telephone services such as call waiting, the service may have been activated during the fax reception. Connect the unit to a line that does not have such services.
—Another telephone connected to the same line is hung off. Hang up and try again.

The other party complains that dirty patterns or black line appear on their received documents.
—The glass or rollers on your unit are dirty. Clean them (see page 59).

I cannot make an international fax call.
—Use the overseas transmission mode (see page 43).
—Add two pauses at the end of the phone number (see page 49).

FAX RECEPTION

I cannot receive documents automatically.
—The receive mode is set to *TEL*. Set the receive mode to *EXT. TAM*, *TEL/FAX* or *FAX*.
—The time to answer the call may be too long. Decrease the number of rings (see pages 30 and 31).

Recording image is faint.
—The sender transmitted a faint document. Request them to transmit a clearer copy of the document.
—The thermal head is dirty. Clean it (see page 59).

RECEPTION IN EXT. TAM MODE

I cannot receive documents automatically.
—Your greeting message on the answering machine may be too long. Shorten the message (up to 10 seconds) or ask the other party to press your remote fax activation code and then start transmission (see page 37).
—Set the number of rings to one or two on the answering machine.
—The silent detection feature is set to OFF. Set it to ON (se page 28).

I cannot receive voice messages.
—Confirm that the answering machine is turned on or connected to the unit properly.
—Set the number of rings to one or two on the answering machine.

RECEPTION IN EXT. TAM MODE (cont.)

I cannot retrieve messages remotely from the answering machine.
—Your remote TAM activation code on the answering machine may be same as your remote fax activation code or junk mail prohibitor ID. Set a different number in each code/ID. Also set the same remote TAM activation code as stored on the answering machine into the unit's memory (see page 27).

The greeting message on the answering machine stop halfway and the caller cannot leave a voice message.
—Make sure that the greeting message does not have a silent pause longer than 4 seconds. If so, re-record the greeting message.

When I tried to operate the answering machine remotely, the line was disconnected after pressing the remote access code.
—The code may include # which is used for some features provided by telephone companies. Change the code on the answering machine into another number which does not include #, then program the same code into the facsimile unit (see page 27).

COPYING

Dirty patterns or black line appear on the copied documents.
—The glass or rollers on your unit are dirty. Clean them (see page 59).

Copied image is distorted.
—The thermal head is dirty. Clean it (see page 59).

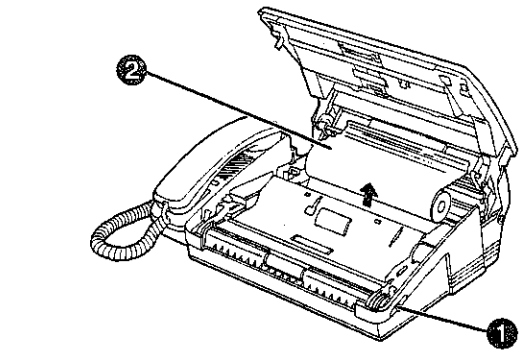
Explanation of communication result on the report

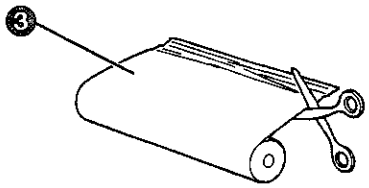
When trouble occurs, the following messages may be printed on the transmission report and the journal report.

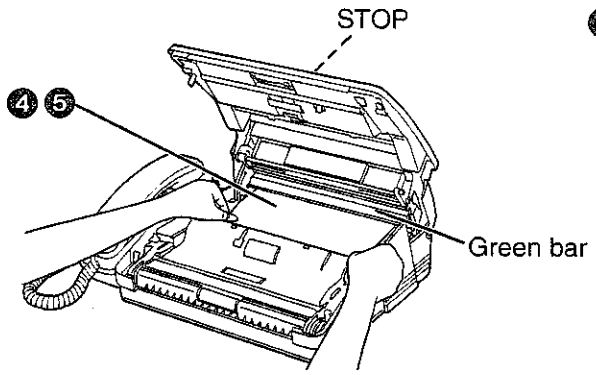
PRINTED MESSAGE	CODE	MEANING
COMMUNICATION ERROR:	41–72 FF	•Transmission or reception error occurred. Try again or check the other party.
DOCUMENT JAMMED:		•A document was jammed. Remove the jammed document (see page 58).
JUNKMAIL PROH. REJECT:		•The unit rejected fax reception when the junk mail prohibitor is activated.
NO DOCUMENT:		•The document was not fed into the unit properly.
NO RESPONSE:	40, 52	•TX mode—The receiving unit is busy or out of recording paper. Try again. •RX mode—The unit did not get a response from the transmitting fax. May have also been a customer but then decided to hang up.
PAPER JAMMED:		•The recording paper was jammed.
PAPER OUT:		•The unit was out of recording paper.
PRESSED THE STOP KEY:		•The fax communication was interrupted because the STOP button was pressed.
PRINTER OVERHEATED:		•Printer was overheated.
THE COVER WAS OPENED:		•The top cover was open.
OK:		•Fax communication was successful.

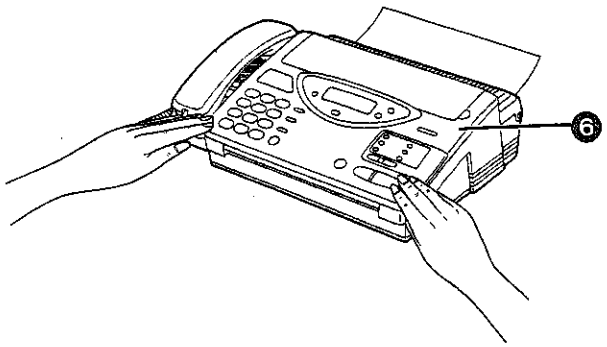
Clearing a recording paper jam

When the unit does not eject a recording paper during reception or copying, the recording paper has jammed. Remove the jammed paper by following the steps below.









❶ Slide the lever toward you to open the top cover.

❷ Remove the jammed paper carefully.

❸ Cut off the wrinkled portion.

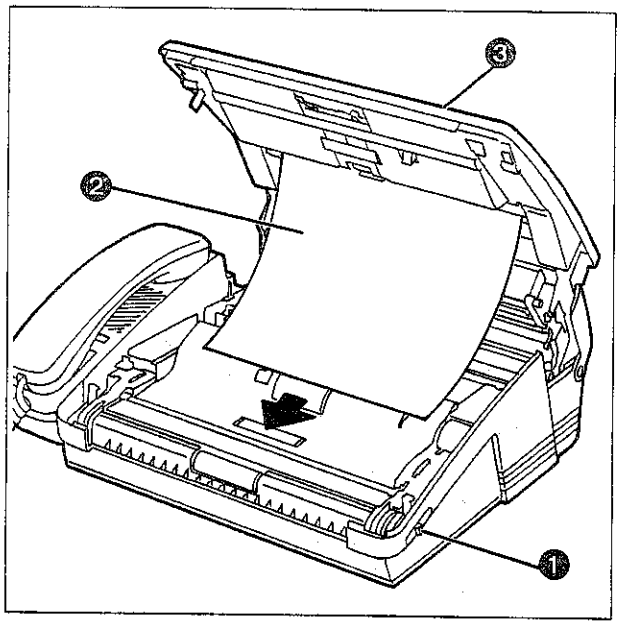
❹ Replace the recording paper roll in the proper direction.
—Make sure that there is no slack in the paper roll.

❺ Insert the leading edge of the paper under the green bar.
—If the recording paper cannot be inserted, press the STOP button to reset the paper cutter and insert the paper again.

❻ Close the cover carefully by gently pushing down on both ends.

Clearing a document jam

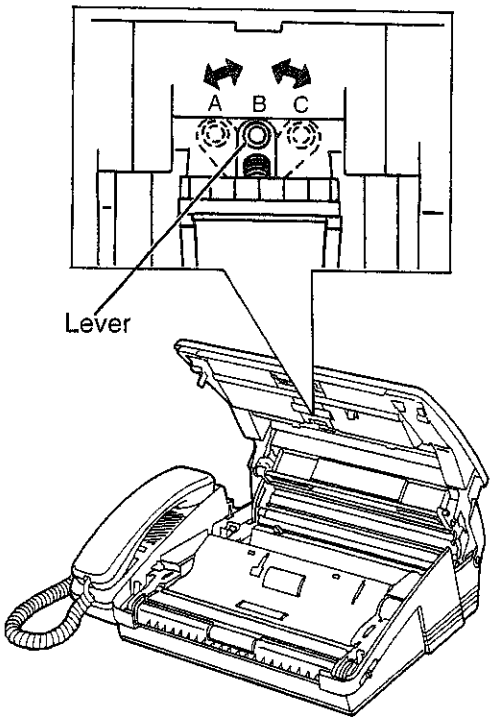
When an original document becomes jammed, remove the jammed document by following the steps below.



1. Slide the lever toward you to open the top cover.
2. Remove the jammed document carefully.
3. Close the cover carefully by gently pushing down on both ends.

Adjusting the feeder pressure

If misfeeding of documents, such a multiple feeding or no feeding, occurs frequently, try to adjust the feeder pressure by following the steps below.



1. Open the top cover.
2. Shift the position of the lever by using an instrument with a pointed end, like a clip or ball-point pen.

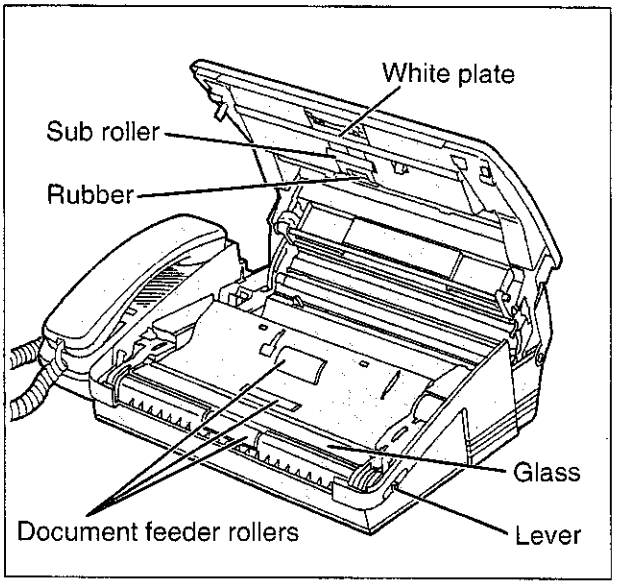
   Position A: The case of no feeding
   Position B: Standard position
   Position C: The case of multiple feeding

3. Close the top cover carefully by gently pressing down on both ends.

Maintenance

Cleaning the document feeder unit

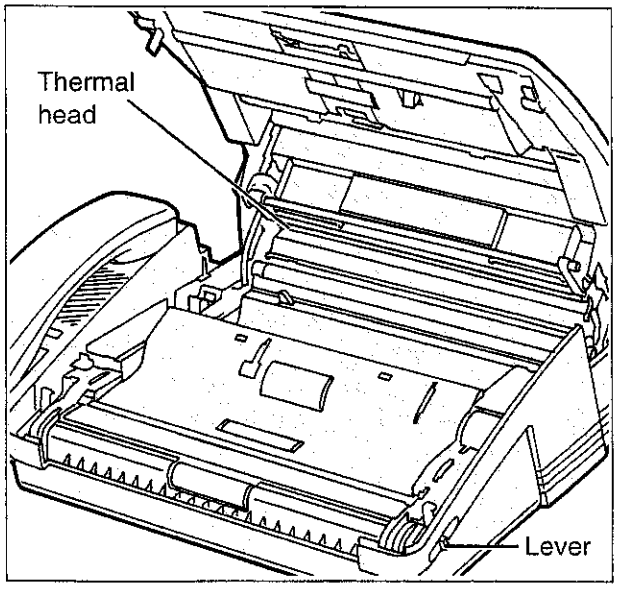
When the misfeeding occurs frequently or when dirty patterns or black bands appear on a copied or transmitted document, clean the sub roller, the document feeder rollers and the glass by following the steps below.



1. Disconnect the power cord and the telephone line cord.
2. Slide the lever toward you to open the top cover.
3. Clean the rubber, the sub roller and the document feeder rollers rotating them with a cloth moistened with isopropyl rubbing alcohol, then dry thoroughly.
4. Clean the glass and the white plate with a dry soft cloth.
5. Close the top cover carefully by gently pressing down on both ends.
6. Connect the power cord and telephone line cord.

Cleaning the thermal head

If dirty patterns or black bands appear on a copied or received document, clean the thermal head by following the steps below.



1. Disconnect the power cord and the telephone line cord.
2. Slide the lever toward you to open the top cover.
3. Remove the recording paper roll from the unit.
4. Clean the thermal head with a cloth moistened with isopropyl rubbing alcohol, then dry thoroughly.
5. Re-install the recording paper roll, then close the top cover carefully by gently pressing down on both ends.
6. Connect the power cord and telephone line cord.

Note:

- *To prevent malfunction due to static electricity, do not use a dry cloth and do not touch the thermal head directly with your finger.*

Important Safety Instructions

When using this unit, basic safety precautions as below should always be followed to reduce the risk of fire, electric shock, or personal injury.

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on this unit.
3. Unplug this unit from wall outlets before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this unit near water, for example, near a bath tub, wash bowl, kitchen sink, or the like.
5. Install this unit securely on a stable surface. Serious damage may result if the unit falls.
6. Do not cover slots and openings of the unit, for they are provided for ventilation and protection against overheating. Never place the unit near radiators, in/or a place where proper ventilation is not provided.
7. Use only the power source as marked on the unit. If you are not sure of the type of the power supply to your home, consult your dealer or local power company.
8. Do not place objects on the power cord. Install the unit where no one can step on the cord.
9. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
10. Never push any objects into this unit through slots as they may result in risk of fire or electric shock. Never spill any liquid on the unit.
11. To reduce the risk of electric shock, do not disassemble this unit, but take it to a qualified serviceman when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
12. Unplug this unit from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power supply cord or plug is damaged or frayed.
    B. If liquid has been spilled into the unit.
    C. If the unit has been exposed to rain or water.
    D. If the unit does not work normally by following the operating instructions. Adjust only controls covered by the operating instructions, for improper adjustment may require extensive work by a qualified technician.
    E. If the unit has been dropped or damaged.
    F. If the unit exhibits a distinct change in performance.
13. During thunderstorms, avoid using telephones except cordless types. There may be a remote risk of electric shock from lightning.
14. Do not use this unit to report a gas leak in the vicinity of it.

SAVE THESE INSTRUCTIONS

INSTALLATION:

1. Never install telephone wiring during a lightning storm.
2. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
3. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
4. Use caution when installing or modifying telephone lines.

WARNING:

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Other Information

- Keep the unit away from electrical noise-generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, moisture, high temperature, and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of this unit.
- Do not use benzine, thinner, or any abrasive powder, to clean the cabinet. Wipe it with a soft cloth.
- Do not damage the power cord.
  Do not touch the plug with wet hands.

Specifications

1.	**Applicable Lines:**	Public Switched Telephone Network
2.	**Document Size:**	Max. 216 mm (8½″) in width Max. 600 mm (23⅝″) in length
3.	**Effective Scanning Width:**	208 mm (8³⁄₁₆″)
4.	**Printing Paper Size:**	216 mm×30 m roll (8¼″×98′ roll) 216 mm×50 m roll (8¼″×164′ roll)
5.	**Effective Printing Width:**	208 mm (8³⁄₁₆″)
6.	**Transmission Time*:**	Approx. 15 sec/page (Original mode) Approx. 30 sec/page (G3 Normal mode)
7.	**Scanning Density:**	Horizontal: 8 pels/mm (203 pels/inch) Vertical: 3.85 lines/mm (98 lines/inch)—Standard 7.7 lines/mm (196 lines/inch)—Fine/Halftone 15.4 lines/mm (392 lines/inch)—Superfine
8.	**Scanner Type:**	CCD image sensor
9.	**Printer Type:**	Thermal printing
10.	**Data Compression System:**	Modified Huffman (MH), Modified READ (MR)
11.	**Modem Speed:**	9600/7200/4800/2400 bps; Automatic Fallback
12.	**Operating Environment:**	5–35°C (41–95°F), 45%–85% RH
13.	**Dimensions (H×W×D):**	122×362×287 mm (4¹³⁄₁₆″×14¼″×11⁵⁄₁₆″)
14.	**Mass (Weight):**	Approx. 3.9 kg (8.6 lb.)
15.	**Power Consumption:**	Transmission: Approx. 15 W / Reception: Approx. 35 W Copy: Approx. 40 W / Standby: Approx. 5 W Maximum: Approx. 100 W
16.	**Power Supply:**	220–240 V AC, 50/60 Hz

*Transmission Time: Transmission times apply to text data using the ITU-T No. 1 test chart, between the same machine models at maximum modem speed. Transmission times vary in actual usage.

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FAX CORRESPONDENCE

TO: _____ **DATE:** _____

FROM: _____ **OUR TEL. NO.:** _____

We have Panasonic personal facsimile and a telephone answering machine is connected. So you can send both documents and voice messages on the same call.

Leaving a voice message and transmitting a document

1. Dial our phone number.
   - Our telephone answering machine will play the greeting message.
2. Leave your message after the long beep.
3. Press your "✳" (asterisk) button **twice** to activate the fax reception.
   - A fax tone will sound.
4. Start transmission to send a fax.

Transmitting a document only

1. Dial our phone number.
   - Our telephone answering machine will play the greeting message.
2. Press your "✳" button **twice** while the greeting message is being played.
   - A fax tone will sound.
3. Start transmission to send a fax.

Transmitting a document from a rotary (pulse) phone

1. Dial our phone number.
   - Our telephone answering machine will play the greeting message.
2. Start transmission to send a fax while the greeting message is being played.

Notes:

- *If you wish to receive voice messages and documents automatically, the following preparations are necessary.*
  —Connect a telephone answering machine to the unit and activate the answering function.
  —Set the unit in EXT. TAM mode.
- *"✳ button **twice**" is called remote fax activation code (see page 38). If you change it into another one, inform callers of pressing the code.*

Speed dialer list

Station No.	Name/Phone No.	Station No.	Name/Phone No.
00		11	
01		12	
02		13	
03		14	
04		15	
05		16	
06		17	
07		18	
08		19	
09		20	
10		21	

Speed dialer list

Station No.	Name/Phone No.	Station No.	Name/Phone No.
00		11	
01		12	
02		13	
03		14	
04		15	
05		16	
06		17	
07		18	
08		19	
09		20	
10		21	

Matsushita Electric Industrial Co., Ltd.
Central P.O. Box 288, Osaka 530-91, Japan

Printed in Japan

PQQX11509ZA-CA F0795K0